



Maximum Lodging Limits Justification Form

2023 Maximum Limits for Reimbursing the Cost of Lodging

The CSU maximum rate for in-state and out-of-state travel, including Alaska, Hawaii, and US possessions will increase to \$275 per night, excluding taxes, effective for business travel occurring on or after January 1, 2016.

Name: _____

Date: _____

Hotel Name: _____

Hotel Location: _____

Pre-Tax Nightly Rate: _____

Reason for Travel: _____

Reason for Exceeding Maximum Lodging Limits:

Conference required me to stay at a hotel where the lodging was over \$275

Hotel rooms under \$275 were booked; therefore I had to book a room at a higher rate

All hotel rates in the surrounding area exceeded \$275

Other: _____

Business Justification (required):

VP Signature: _____ Date: _____

Rose McAuliffe, VP Business & Finance/CFO

VP/CFO Signature: _____ Date: _____

I approve the travel exception.

I deny the travel exception.

Reason: _____

Rates in excess of this amount must be pre-approved in accordance with the campus approval process, and must include the business purpose for the necessity to stay within certain facilities.

Please attach this form to your Travel Claim along with your Hotel receipt for reimbursement.

Concur Users: please scan this form along with your Hotel receipt for reimbursement.