

Exceptions to the maximum allowable lodging rates (150% Rule)

OFM does allow exceptions to the maximum allowable lodging rates (per diem). If one of the following exceptions is met, the Business Office may approve payment of lodging **up to 150%** of the maximum per diem rate: (Please check the applicable box, attach documentation to support the information checked below, and sign the form.)

Name of Hotel/Lodging Facility

Dates of Travel

Location and Per Diem Rate

Nightly Hotel Rate

If the traveler is staying at the lodging facility where the meeting, conference, convention, or training session is held. And the traveler attends a meeting, conference, convention, or training session where they are **required** to have **business interaction** with other participants at the lodging facility.

When lodging accommodations in the area of the [temporary duty station](#) are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.

When costs in the area have escalated for a brief period of time due to a special event in the area or disaster (i.e. Superbowl).

When traveler is assigned to accompany an elected official or others authorized by law, and **required** to stay in the same lodging facility.

To comply with provisions of the Americans with Disabilities Act (refer to [Subsection 10.10.40](#)), or when the health and safety of the traveler is at risk (refer to [Subsection 10.10.35](#))

When meeting room facilities are necessary and it is more **economical** for the traveler to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.

Signature and Printed Name

Date

Business Office Approval

Date