

# Prairie View A&M University

## Request to Increase Maximum Lodging Rate

This form is required to claim lodging expenses that exceeds the allowable rates as provided by the US General Services Administration (GSA). Current rates can be found at <https://www.gsa.gov/travel-resources>.

*This form must:*

- *be completed when lodging rates exceed the allowed rates and travel is supported by state-appropriated funding; or*
- *be completed when lodging rates exceed twice the allowed rates and travel is support by locally-appropriated funding; and,*
- *be received by the Travel Office a minimum of 10 working days prior to the start of travel and attached to the travel request in Concur.*

Name(s) of Traveler(s)			
Department Name		Department Contact Name/Phone Number	
Designated headquarters of traveler(s)		Check In Date	Check Out Date
Name of lodging establishment		Rate Requested	Rate Allowed
City (Duty Point)	State	County	

### Reason for Request

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#### No safe lodging available

If it is determined that no safe lodging is available for less than or equal to the maximum lodging reimbursement rate for the duty point, traveler has confirmed this with the PVAMU Travel Office.

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#### Decreased total cost

If it is determined that approval of the request would result in a decreased total cost of travel, document the potential cost savings to the state. Complete the second page of this document.

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#### Other

For any other business reason, document all relevant circumstances.


Traveler(s) and Departmental Approver must sign below:	
Traveler 1	Traveler 2
Traveler 3	Traveler 4
Approval Signature	Date

# Prairie View A&M University

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### Decreased Total Cost Calculation Table

If the reason for the request is because of decreased total cost of travel to the state, then calculate below.  
This section must be completed in light of the legal requirement to conserve funds.

Requested rate	\$	_____	<b><u>Costs not to be incurred:</u></b>	
Less allowed comparison rate *	-	_____	Motor vehicle rental cost per day **	\$ _____
Equals	=	_____	Number of days not needed	x _____
Number of nights	x	_____	Equals	= _____
Equals	=	_____	Plus: other expenses not incurred <i>i.e. Parking, Gas, etc</i>	+ _____
Number of employees	x	_____	Costs not to be incurred	= _____
Equals	=	_____		- _____
<b>TOTAL COST SAVINGS</b>				<b>\$ _____</b>

Please include a full explanation of the above calculation and a complete itemization of "Other expenses not incurred"

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After completing this request form, please submit the form to the Travel Office for approval. The request may be denied at the Travel Office's discretion.

If the Travel Office designates a higher rate, then this form must be included as supporting documentation with the travelers' expense report for the payment or reimbursement of the lodging expenses. If you have any questions, please email [travel@pvamu.edu](mailto:travel@pvamu.edu) or call 936-261-1736.

<b><i>PVAMU Travel Office Use Only:</i></b> The PVAMU Travel Office has designated a higher maximum lodging rate because either there is no safe lodging available, the designation will result in a decreased total cost of travel to the university, or for other business reasons as noted on this request. The designation of a higher maximum lodging reimbursement rate applies only to travel that begins after the designation occurs and only for the trip for which the designation is requested.	
Approved      Denied	
Approval Signature	Date

The higher lodging rate request has been denied for the following reason(s):

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