



**LODGING EXPENSE EXCEPTION REQUEST**

GS 12 (NEW 11/88) REVERSE

**REVIEW CRITERIA**

The following criteria are to be considered, along with support documentation and explanation, as to how criteria are met when reviewing requests for approval of lodging expense exceeding the approved daily lodging allowance for nonrepresented employees:

- Attendance is required at a conference or seminar where the contracted facility cost is in excess of the daily lodging allowance. (Provide specific facts, including confirmation, relating to this criterion.)
- Transportation costs or loss of productive time required by travel to and from the work location to less expensive lodging exceeds the rate difference. (A brief cost analysis is to be included to support this assertion.)
- Employee is handicapped and requires "reasonable accommodations." (Explain how the more expensive facility meets the "reasonable accommodations" need.)
- State business will be conducted in late night meetings. (Attach agenda reflecting the late meetings.)
- Availability of alternative lodging. (Attach explanation of efforts to obtain lodging in the area where exceptional costs would be created.)
- Availability of transportation to alternate lodging. (Explain efforts to obtain a rental car, taxi, or other public transportation consistent with mission requirements.)