OVER-THE-MAX TRAVEL REQUEST

Office of Business Operations

Employee: ____________________________  Office: ____________________________
Destination: _________________________  Date of Trip: _________________________
Purpose of Trip: _______________________

OVER-THE-MAX REQUEST (complete A or B)

-A-

LODGING AND MEAL PACKAGE

Lodging & Meal Package Amount Requested: ________  Lodging Amount Requested: ________
Lodging & Meal Package Amount Allowed: ________  Lodging Amount Allowed: ________
Amount exceeded per day: ________  Amount exceeded per day ________
X No. of Days ________ = Total Amount Requested: ________

-B-

LODGING ONLY:

Lodging Amount Requested: ________  Lodging Amount Requested: ________

Justification: ________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Traveler’s Signature ______________  Supervisor Approval _______________________

CONFERENCE AGENDA’S AND HOTEL INFORMATION FORM MUST BE SUBMITTED WITH REQUEST AS WELL AS A TRAVEL APPROVAL WHEN APPLICABLE

*updated 2/16/18