





Lodging Limit Justification

[UCOP G-28](#) Travel policy limits lodging nightly rates to a maximum of \$333/night when traveling in the lower 48 states (CONUS) for less than 30 days. If requesting reimbursement for more than this limit, please complete this form, obtain appropriate approvals, and attach the form to your expense report in AggieExpense.

Traveler's Full Name _____ Check-out Date _____

Employee ID or
Non-employee ID _____ Nightly Room Rate (requested) \$ _____

Justification for exceeding policy limits:

Select one and attach required documentation to AggieExpense report:		
Discounted rate provided by conference.		Screenshot or conference flier with lodging information.
Booked lowest reasonable lodging available in the vicinity of the meeting or trip location.		Screenshots of lodging search results, made at time of booking.
Other: Provide detailed justification below:		

Full Name

Title (Department Head or Chair)

Signature

Date Signed

Attach completed form and accompanying documentation to AggieExpense report. Questions? Contact: expensehelp@ucdavis.edu