

**Illinois State University
Employee Lodging Exception Form**

The Lodging Exception Form is required when the obtained lodging rate while on travel status is greater than the allowed rate as set by the State of Illinois. The allowed rates can be found on the Comptroller's travel website. All exception amounts must be approved by the Illinois Higher Education Travel Control Board. If you have any questions, please contact Carla Dietsch at (309) 438-5696 or cjdiets@ilstu.edu.

Employee: _____

Hotel Location: _____ Dates of Hotel Stay: _____

Exception Calculation

Base Rate Paid \$ _____

Less Allowed Base Rate \$ _____

Excess \$ _____

of days _____

Excess Amount \$ _____

Justification for Exception: (Check One)

No Alternative - Least costly room available within geographic area.

How many hotels were contacted? _____

Was the State/Government rate requested? yes no

Required Location - Location necessary to conduct University business.

Why was this hotel required? _____

Was the State/Government rate requested? yes no

Least Total Cost - Travel cost of lodging and transportation in terms of time & money was less.

How many hotels were contacted? _____

Was the State/Government rate requested? yes no

Conference/Workshop Lodging Rate - Provide documentation showing the negotiated rate.

Other Reasons - Explain fully (Use back of form if additional space is needed).

I request approval of my lodging expenses that are in excess of the amount as set by the State of Illinois and acknowledge that amounts disallowed (plus applicable taxes) by the IHETC board will be refunded to the university within 15 days of me being notified.

Claimant Signature

Date

The completed form may be faxed to (309)438-8245, emailed to cjdiets@ilstu.edu, or to Campus Box 1200.