

# REQUEST TO INCREASE MAXIMUM OUT-OF-STATE LODGING RATE

Appropriations -- General Act, 75th Leg., R.S., ch. 1452, art. IX, sec 16(3)(a), 1997 Tex. Sess. Law Serv. 5535, 6372 (Vernon)(Hours Bill No. 1); Sections 3.05(C) and 3.06(C) of the *State Of Texas Travel Allowance Guide (Guide)*.

A higher lodging rate may be requested only for **out-of-state travel**. If reasonable lodging is unavailable in an out-of-state duty point, please see Sections 3.05(E) and 3.06(E) of the *Guide*. A higher lodging rate request may not be required.

Please provide **all** of the following information.

Agency name	Agency number	Fax number( Area code and number)
Agency contact name		Phone (Area code and number)
<i>(If neither the city nor the county are listed in the federal rates, then use the median federal rates for the state.)</i>		

**This request must be received by the Comptroller not later than the 10th working day before travel begins. This form may be faxed to the Claims Division at 512-475-0588.**

Date sent to the comptroller	Dates of lodging (Check-in date)	(Check-out date)
to		
Name(s) of traveler(s)		
Designated headquarters of traveler(s)		
Name of lodging establishment	Rate requested	Maximum federal lodging rate for the duty point
City ( <i>Duty point</i> )	County	State
Check reason for request <input type="checkbox"/> Approval would result in a decreased total cost of travel to the state (complete reverse side of this form); or  <input type="checkbox"/> Agency has confirmed with a travel agent that no safe lodging is available for less than or equal to the maximum lodging reimbursement rate for the duty point. Travel agent and agency name _____ Phone _____		

**If the traveler or the agency is always exempt from the required participation in GSC's hotel contracts, please disregard the following paragraph.**

The General Services Commission (GSC) may have contracted with hotels at the duty point to which the employee or the prospective employee is traveling. The GSC contracts must be used unless an approved exception condition exists. These exceptions can be found in the GSC's administrative rules and are also reiterated in GSC's *Texas State Travel Directory*. Is there a contracted hotel in the duty point to which you are traveling?  Yes  No  
If no, then no exception is needed. If yes, then provide the appropriate exception:

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Each agency is responsible for retaining documentation to support the reasoning for a higher lodging request. The Comptroller's office may request any details of this documentation, regardless of the reason for the higher lodging request.

**The employee must follow the employee's agency's internal policy prior to submitting the form to the Comptroller's office.**

**Traveler(s) must sign below**

sign here ▷	Signature of traveler	sign here ▷	Signature of traveler
sign here ▷	Signature of traveler	sign here ▷	Signature of traveler

**Employing agency must sign below**

sign here ▷	Agency approval signature
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*Use calculation table on reverse side*