

TRAVEL MANUAL

August 9, 2002

ATTACHMENT C-5



OAK RIDGE INSTITUTE FOR SCIENCE AND EDUCATION

LODGING WAIVER REQUEST FORM

TRAVELER'S NAME/PROGRAM/OFFICE: _____

DESTINATION: _____

TRAVEL DATES: _____

NAME OF HOTEL: _____

GSA CEILING: _____

AMOUNT REQUESTED: Rate \$ _____ /day + tax of \$ _____ = \$ _____ /night total

This does not exceed 175% of maximum allowable waiver as figured below:

(Lodging ceiling + per diem ceiling) = sub-total x 175% = sub-total - (per diem ceiling) = (maximum lodging amount)

\$ _____ (lodging) + _____ per diem = \$ _____ x 175% = \$ _____ - \$ _____ (per diem rate) = \$ _____
(max reimbursable excludes tax)

Note: When calculating a lodging waiver for a foreign location the tax must be included as part of the nightly rate.

JUSTIFICATION FOR WAIVER: The hotel requested above is:

- the meeting hotel; it is requested for purposes of scientific networking.
- the meeting hotel; it is requested because it would not require rental vehicle or parking costs.
- the most cost-efficient hotel for this area, but still above ceiling.
- other: _____

JUSTIFICATION FOR RENTAL VEHICLE: (justification required if requesting rental vehicle in addition to a lodging waiver)

Traveler's Signature: _____

Group Leader: _____