Print

Request To Increase Maximum Lodging Rate

Reset Form

NameTraveler		
Designated headquarters of traveler(s)	Check In Date 8/22/25	Check Out Date 8/25/25
Name of lodging establishment	Rate Requested	Federal Max. $140.00
City (Duty Point)	County	State

Reason for Request

☐ **No safe lodging available**

If it is determined that no safe lodging is available for less than or equal to the maximum lodging reimbursement rate for the duty point, list the travel agent's name, travel agency, and phone number.

☐ **Decreased total cost**

If it is determined that approval of the request would result in a decreased total cost of travel, document the potential cost savings to the state.

☑ **Other**

For any other business reason, document all relevant circumstances.

Hotel block rate for conference of $197.00 is above daily GSA lodging rate of $140.00 for locality, but overall cost savings was demonstrated since hotel's locality and proximity to conference and Milwaukee Convention Center provided free transportation to and from events and city airport for the duration of the conference. Overall, employee estimates that accounting for free transportation provided overall cost savings. Additionally, proximity to TMD leadership staying at hotel for the duration of the event allowed employee to have better proximity to assist leadership as needed.

Traveler and Agency representative must sign below	
Traveler printed	Traveler's signature
CFO Signature	