



**STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION**

JUSTIFICATION FOR EXCEEDING THE FEDERAL LODGING RATE
(If applicable, attach this sheet to the TRA)

TO: Kendra Hunt, CFO

FROM:

DATE:

TRAVELER:

Justification for exceeding the federal lodging rate is provided below:

Justification	Please check appropriate box								
Hotel is site of event/conference. The hotel is holding rooms at a special rate for state government employees. <i>(Please attach conference lodging information).</i>	<input type="checkbox"/>								
Sharing room with another participant and splitting the lodging cost. List name of other participant:	<input type="checkbox"/>								
Cost to travel between hotel offering the federal lodging rate and the conference site exceeds the difference between the conference hotel rate and the federal rate.	<input type="checkbox"/>								
The hotel was selected due to safety reasons. Interior entrances versus exterior entrances and exits to hotel room.	<input type="checkbox"/>								
The traveler requested that the hotel provide accommodations at federal lodging rate and the request was denied. Reasonable attempts have been made to find a hotel facility that accepts the federal lodging rate. List three (3) hotels contacted and rates below:	<input type="checkbox"/>								
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Hotel Name</td> <td style="width: 40%; border: none;">Rate per night</td> </tr> <tr> <td style="border: none;"><hr style="border: 0.5px solid black;"/></td> <td style="border: none;"><hr style="border: 0.5px solid black;"/></td> </tr> <tr> <td style="border: none;"><hr style="border: 0.5px solid black;"/></td> <td style="border: none;"><hr style="border: 0.5px solid black;"/></td> </tr> <tr> <td style="border: none;"><hr style="border: 0.5px solid black;"/></td> <td style="border: none;"><hr style="border: 0.5px solid black;"/></td> </tr> </table>	Hotel Name	Rate per night	<hr style="border: 0.5px solid black;"/>	<hr style="border: 0.5px solid black;"/>	<hr style="border: 0.5px solid black;"/>	<hr style="border: 0.5px solid black;"/>	<hr style="border: 0.5px solid black;"/>	<hr style="border: 0.5px solid black;"/>	
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