

TRAVEL

95.06

Revised 6-17

Travel Services

509-335-2034

Meals and Lodging

Lodging Exception Ceiling

If one of the following conditions applies and is approved, the maximum reimbursable lodging amount is the Lodging Exception Ceiling, which is 150 percent of the total allowable reimbursement rate (meals and lodging) for the location.

Lodging Exception Rules

The approving administrator (see [95.01](#)) may authorize reimbursement for actual lodging expense up to the Lodging Exception Ceiling when at least one of the following six Lodging Exception Rules applies:

1. When costs in the area have escalated for a brief period, either during special events or disasters.
2. When lodging accommodations are not available in the area at or below the Maximum Lodging Amount, and the savings achieved from occupying less expensive lodging at a removed site would be consumed by additional transportation and other costs.
3. When the traveler attends a meeting, conference, convention, or training session where he or she is expected to have **business interaction** with other participants in addition to scheduled events, and it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility.

4. When a traveler is assigned to accompany an elected official, foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.

5. To comply with provisions of the Americans with Disabilities Act, or when the health and safety of the traveler is at risk.

6. When a meeting room is required and it is more economical to acquire special lodging accommodations, e.g., a suite, than to acquire a meeting room and a room for lodging.

Applicable Lodging Exception Rule 1, 2, 3, 4, 5, and/or 6 above must be referenced on a Travel Authority signed by the approving administrator.