

**OVER-THE MAX TRAVEL REQUEST**

Employee \_\_\_\_\_

Office \_\_\_\_\_

Destination (City & County) \_\_\_\_\_

Date of Trip \_\_\_\_\_

Hotel \_\_\_\_\_

Location \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

OVER-THE-MAX REQUEST (complete A or B):

**-A-  
LODGING AND MEAL PACKAGE**

*or*

**-B-  
LODGING ONLY:**

Lodging & Meal Package Amount **Requested** \_\_\_\_\_

Lodging Amount **Requested** \_\_\_\_\_

Lodging & Meal Package Amount **Allowed** \_\_\_\_\_

Lodging Amount **Allowed** \_\_\_\_\_

Amount Exceeded per day \_\_\_\_\_

Amount Exceeded per day \_\_\_\_\_

X No. of Days \_\_\_\_\_ = **Total Amount Requested** \_\_\_\_\_

X No. of Days \_\_\_\_\_ = **Total Amount Requested** \_\_\_\_\_

**Justification:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Approval

\_\_\_\_\_  
Director of Business Affairs

**CONFERENCE AGENDA'S AND HOTEL INFORMATION MUST BE SUBMITTED WITH REQUEST**