



February 4, 2019

Actuals are now approved thru Concur but if memo needed for Director approval

SUBJECT: Request for Actual Lodging Expense

TO: Robert Magill, Financial Management Division

THROUGH: Shaheerah Carmichael, Chief, Travel Policy and Systems
JL Willett, MWA Director
Karen Hughes, MWA ATA
(Research Leader)

FROM: (Requestor's name)

The approval of actual lodging expenses is requested for **(traveler's name)**, for **(reason for travel including name of conference/training, meeting name, or lab name, etc)** to be held in **(City, State/Country)**.

TDY Location:	Washington, DC
Departure Date:	April 30, 2019
Return Date:	May 5, 2011
Established Lodging Rate:	\$256/night
Requested Lodging Rate:	\$322/night
Number of nights requested:	5 nights
Percent over established rate:	126%*

{Explanation regarding any attempt to obtain loading at or below the established lodging rate including resources used (Concur, FedRooms, BCD) and hotels checked, or other reasons why use of a hotel at or below the established lodging rate is NOT feasible (facilities use up-charge, excessive distance, etc.)}

{POST-APPROVAL-explanation for not obtaining prior approval for actual lodging expense}

Decision

{LEAVE BLANK}

*To calculate the percent over the established rate: Multiply the requested Lodging Rate times 100, then divide by the Established Lodging Rate.