

**UNIVERSITY OF ARKANSAS**  
**Lodging "Special" Request to exceed Federal Per Diem Rates**  
**For Employees and In-state Blankets Only**

**TO:**

**FROM:**

**DATE:**

**This is to request approval for a special travel authorization in order to increase the daily allowance for Lodging at the meeting \_\_\_\_\_**

**in \_\_\_\_\_.**

**Specific reason(s) for this request:**

\_\_\_\_\_ **Conference hotel**

\_\_\_\_\_ **Safety**

\_\_\_\_\_ **Save transportation expense**

\_\_\_\_\_ **Required facilities**

\_\_\_\_\_  
**Traveler's Signature**

**APPROVED BY:**

\_\_\_\_\_  
**DEPARTMENT HEAD OR OTHER  
AUTHORIZED AGENT**

\_\_\_\_\_  
**DATE**