

EXCEPTIONAL TRAVEL EXPENSE APPROVAL FORM FOR UC BERKELEY FACULTY AND STAFF

Name of Traveler: _____

Employee ID : # _____

Department/Group: _____

Department ledger description: _____

Travel Business Purpose, please include explanation of overage:

Trip Type: Domestic (State): _____ International (City, Country): _____

Trip Duration Dates: _____ to _____

Special Circumstance

Lodging, meals and incidentals exceed international destination per diem maximum. **Foreign Per Diem Rates by Location DSSR 925**, Meal & Incidental rate \$ and Maximum Lodging rate \$ as deemed by the [U.S. Department of State](#).

o Traveler Expense exceeds allowable rate. Enter dates and amount overage:

Meals and incidentals expense exceed daily allowance of \$62 per day for domestic travel

o Traveler Expense exceeds allowable rate. Enter dates and amount overage:

Lodging exceeds the \$275 per night limit;

“Lodging expense reimbursements are actual up to \$275 per night before taxes and mandatory hotel fees and must be supported by original itemized receipts, regardless of the amounts incurred, and must be reasonable for the locality of travel. When the traveler is unable to secure lodging at \$275 per night or less, the traveler must submit additional documentation such as price comparisons within the proximity of the meeting location that supports the higher lodging rate incurred. The price comparisons should be performed at the time of booking,”- [University of California –BFB- Policy G-28](#)

o Traveler Expense exceeds allowable rate. Enter dates and amount overage:

Erwin Chemerinsky, Dean
Berkeley Law

Shivani Bhatia, Assistant Dean and Chief Financial Officer
Berkeley Law

