Request for Deviation from GSA Lodging Rate

Nebraska Supreme Court Administrative Office

Dates of Travel	Destination	Purpose	GSA Rate	Requested Rate

Employee Name(s)	

Justification for deviation from the federal GSA per diem rate

* Nebraska Supreme Court Travel Policy states that "in no event should the federal GSA (US General Service Administration) per person per night lodging rate be exceeded without advance approval."
* GSA per diem rates can be found at www.gsa.gov/perdiem.
* This request must be approved by State Court Administrator, Probation Administrator or JBE Director for out-of-state travel and Director of Finance for in-state travel before the travel occurs.

Requested by _____ Date _____

Approved by _____ Date _____

This signed form serves as a supporting document for employee expense reimbursement or State Purchasing Card transaction.