



**State of Oklahoma
Central Purchasing Division
Office of Management and Enterprise Services**

**Request For Lodging
Exception to State
Procedures**

To: State Travel Coordinator, Central Purchasing Division, OMES:
2401 N. Lincoln Boulevard, Suite 116 or Email: agency.travel@omes.ok.gov
Oklahoma City, Oklahoma 73105

1. State Entity Name/Number: _____

2. Name & address of hotel in which you are requesting to stay:

3. Requestor's Telephone: _____ Requestor's email: _____

4. State Entity Travel Coordinator: _____

5. State Entity Travel Coordinator phone number: _____

6. Describe efforts made to obtain lodging at the GSA rate?

(If necessary, attach additional page, to provide justification.)

7. Alternatives researched and comparison of rate and cost:

8. Please specify the time period for which you are requesting the exception.

Exception period requested: from _____ 20 _____ to _____ 20 _____

The undersigned, duly authorized to sign on behalf of the state entity named herein, for the purpose of requesting an exception to the State Lodging Procedures, does hereby affirm that the requested exception is necessary. Further, in the event this exception is approved, I understand it does not relieve said state entity of its legal responsibility to comply with all applicable laws and administrative rules. 74 O.S. 500.9 provides for overnight lodging, while on official travel status within the state, at a rate of up to one hundred and fifty percent (150%) of the amount authorized by the provisions of the Internal Revenue Code of 1986, if it is determined that no lodging is available at the current maximum rate.

Signature of Requestor

Date

Attach this completed form to the travel voucher or P-Card receipt.

This request is hereby: ☐ Approved ☐ Denied for the period of: _____ to _____

Comments:

State Travel Coordinator

Date