Text

Description automatically generated

**[Date]**

To:  
President Martin Lemelle, Jr.  
Grambling State University

From:  
[Traveler's Name]  
[Title / Department]

**Subject: *Request for Prior Approval – Hotel Cost Exceeding GSA Rate***

Dear President Lemelle,

I respectfully request prior approval for lodging expenses that exceed the allowable GSA rate for **[City, State]** during my upcoming travel to attend **[Conference/Event Name]** scheduled for **[Travel Dates].**

The conference hotel, [Hotel Name], offers a group rate of $[Conference Rate] per night. However, due to limited availability, I was unable to secure a room at the group rate. The available lodging rate at the same hotel is **$[Requested Rate]** per night, which exceeds the GSA rate of **$[GSA Rate]** by **$[Difference]** per night.

Staying at the conference hotel is essential for participation in early morning and evening sessions, as well as for networking and required attendance at official functions. Attached are the conference agenda, hotel confirmation, and rate comparison.

Thank you for your consideration.

Sincerely,

[Traveler's Full Name]  
[Title]  
[Department]

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| --- | --- |
| Signature Line for Approval:  Department Vice President  Name: | Signature Line for Approval:  President Martin Lemelle, Jr  Name: |
| Signature: | Signature: |
| Date: | Date: |