



Athletics Blanket Over Per Diem Lodging Justification Form

Please note the following:

- ❖ Athletics utilizes a service to book their hotel rooms. These rooms are often close to, but still over the State lodging per diem rates.
- ❖ This blanket form should be completed at the beginning of each season, signed by both the head coach and Athletic Director and then turned into the Accounting Department.
- ❖ The form will be kept on file until the end of the season and applied to any team travel where lodging exceeds the State per diem rate.

Sport Team: _____ Season Dates: _____

Head Coach's Name:: _____ Booking Agency: _____

Please authorize my hotel expense, which is higher than the allowed Per Diem State Rate because (X one block):

Student athletes shared rooms, therefore creating a cost savings.

Other: _____

Head Coach's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

*Supervisor's signature is required.