

APPENDIX C

*SAMPLE OF AN EXCESS LODGING
PACKET FOR DDS APPROVAL*

STATE OF CALIFORNIA - DEPARTMENT OF HUMAN RESOURCES
EXCESS LODGING RATE REQUEST / APPROVAL
STD. 255C (Rev. 12/2013)

**Advance CALHR approval is required for lodging rates that exceed the delegated reimbursement rates.
Submit APPROVED request with Travel Claim.**

CLAIMANT'S NAME (Print or Type) ICC Member or Community Rep. Name	PRIMARY RESIDENCE (City, State, and ZIP Code) Los Angeles, CA 90049	WORK PHONE NUMBER (Include Area Code)
AGENCY/DEPARTMENT DDS Interagency Coordinating Council	DIVISION/OFFICE	HEADQUARTERS CITY Los Angeles

CURRENT STATE LODGING REIMBURSEMENT RATES (Represented Employees- Consult your MOU for applicable rates)

All California counties not listed below:	Actual expense up to \$90 per night, plus tax
Napa, Riverside, and Sacramento Counties:	Actual expense up to \$95 per night, plus tax
Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the City of Santa Monica:	Actual expense up to \$120 per night, plus tax
Alameda, Monterey, San Diego, San Mateo, and Santa Clara Counties:	Actual expense up to \$125 per night, plus tax
San Francisco County and the City of Santa Monica:	Actual expense up to \$150 per night, plus tax

TRAVEL DATES	FROM (Month, Day and Year) April 21, 2016	LODGING INFORMATION	LODGING NAME Holiday Inn Capitol Plaza	
	TO (Month, Day and Year) April 22, 2016		ADDRESS 300 J Street	
POINT OF ORIGIN Los Angeles			Sacramento, CA	
DESTINATION Sacramento			PHONE 916 446 0100	ROOM RATE 153.00

REASON FOR TRIP
Attend the _____ (month) Interagency Coordinating Council Meeting.

AGENCY/DEPARTMENT APPROVAL (Advance Approval is Required)	CALHR APPROVAL REQUIRED (Advance Approval is Required)
Lodging Rate above State Rate, up to \$150: All Travel (Regular & Conferences/Conventions)	Lodging Rate over \$150: All Travel (Regular & Conferences/Conventions)

REASON(S) FOR HIGHER LODGING RATE

- Employee requires a "reasonable accommodation"
 No transportation available to alternative lodging
 No alternative lodging available
 Emergency/short-notice travel
 Transportation cost to alternate lodging brings overall cost to an amount equal to or greater than requested lodging
 Other


Submit all requests 10 days prior to the trip taking place; after-the-fact requests will not be approved. Demonstrate a "Good Faith" effort to obtain lodging at or below the State rate for the travel destination by documenting a minimum of 3 lodging quotes. Attach copies of agenda and registration. Justify reasons checked above.


State rate not available in the downtown area for April 21st. The Citizens Hotel is sold out and The Ascend at the Park is a longer distance from the meeting. The Holiday Inn is within walking distance of the meeting. See that attached lodging quotes.

I request prior approval for a lodging rate in excess of the State maximum rate for this destination.

CLAIMANT'S SIGNATURE 	DATE SIGNED 4/8/14
CLAIMANT'S TITLE ICC Member of Community Representative	CRID

AGENCY/DEPARTMENT CONTACT (Print or Type)	CONTACT'S TITLE	CONTACT'S PHONE NUMBER
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DEPARTMENTAL APPROVAL (Signature) 	NAME/TITLE	DATE APPROVED
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CAL HR APPROVAL (Signature) 	NAME/TITLE	DATE APPROVED
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APPENDIX C (Continued)

Sample of Hotel Comparison

Hotel Search Results - [Print](#) / [Email](#)

Check-in Thu, Apr 21 - Check-out Fri, Apr 22

Compare List		
1. Holiday Inn Sacramento-Capitol P... 		from \$153
 300 J St Sacramento, CA 95814 0.59 miles view map	rate this hotel	
more info remove		
2. The Citizen Hotel, Autograph Col... 		Sold Out
 926 J Street Sacramento, CA 95814 0.23 miles view map	rate this hotel	
more info remove		
3. Inn Off Capitol Park, Ascend Col... 		from \$112
 1530 N St Sacramento, CA 95814 0.71 miles view map	rate this hotel	
more info remove		
4. Best Western Plus Sutter House 		Sold Out
 1100 H St Sacramento, CA 95814 0.09 miles view map	rate this hotel	
more info compare		
 This property is not available for these dates.		
5. The Sterling Hotel 		from \$279
Empty row for hotel details		