

Travel

Office of the Controller - Travel Accounting

- ■Eastern Washington University
- ■319 Showalter Hall, Cheney, WA 99004
- **(509)** 359-2249

50-MILE RULE EXCEPTION FORM

Eastern Washington University Travel Authorization Attachment Justification Statement for Exceptions

Lodging costs incurred within 50 miles from a traveler's official residence or official station will not be reimbursed except under the following documented and approved conditions:

Please check which situation applies and provide a brief explanation.

	2.	An overnight stay in a commercial lodging facility to avoid having a traveler dr back and forth for back-to-back late night/early morning official state business. When the health and safety of travelers is of concern as provided for in Subsect 10.10.35. When an agency can demonstrate that staying overnight is more economical to state.	ion
Explanation:			
Approved By:			
		•	Date
Written supervisory approval for the first and third conditions and cost analysis documentation			

Written supervisory approval for the first and third conditions and cost analysis documentation for the third condition is to be attached to the traveler's Travel Expense Voucher. Approval and documentation requirements for use of the second condition are contained in Subsection 10.10.35. (SAAM 10.30.30)