



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.

- 1. An overnight stay in a commercial lodging facility to avoid having a traveler drive back and forth for back-to-back late night/early morning official state business.
2. When the health and safety of travelers is of concern as provided for in Subsection 10.10.35.
3. When an agency can demonstrate that staying overnight is more economical to the state.

Explanation:

Multiple horizontal lines for providing an explanation.

Approved By: Dean, Director, Supervisor Date

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)