



South Puget Sound
COMMUNITY COLLEGE

SUCCESS —
AMPLIFIED

Date of Request: _____

Dr. Tysha Tolefree
Vice President for Finance and Operations
South Puget Sound Community College
2011 Mottman Road SW
Olympia, WA 98512-6292

Dear Dr. Tolefree,

In accordance with the Office of Financial Management’s regulations, Chapter 10.30.20: Exceptions to the Maximum Allowable Lodging Rates, please approve this high-cost travel reimbursement request for _____ to attend _____.

The date(s) of travel are: _____ to _____.

The person/group’s (group attendees are attached on a separate sheet) travel plans meet the following conditions for approval of high-cost reimbursement: maximum benefit from the meeting will be achieved by staying at the _____ and affordable lodging accommodations **were not available** within a reasonable commuting distance of the temporary duty point. This letter of request will be attached to the travel authorization on ctCLink prior to travel and on the expense report after travel.

Sincerely,

Signature _____

Title _____

Approved by VP for Finance and Operations: _____ *Date:* _____