

OFFICE OF CHRISTINE LIZARDI FRAZIER
KERN COUNTY SUPERINTENDENT OF SCHOOLS

Advance Approval for Lodging in Excess of 200% of Per Diem
(Please submit with Staff Member Mileage/Expense Claim)

Requested by:

Name

Date(s) of claim

Please indicate reasons for exceeding per diem:

No other hotel options

Conference held at this hotel

Other (explain):

Approval:

Associate/Deputy/Assistant Superintendent

Date