

## **Instructions to Complete and Submit Form STD 255C Excess Lodging Rate Request / Approval**

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The Excess Lodging Rate Request / Approval form STD 255C must be completed by First 5 IMPACT-funded agencies and submitted to [IMPACT@First5.ca.gov](mailto:IMPACT@First5.ca.gov) for approval, at least two weeks prior to the actual travel date, in order to secure lodging over the state rate.

Lead Agencies requesting excess lodging approval must submit the form STD 255C along with three lodging quotes to demonstrate a good faith effort to obtain lodging at or below the State rate for the travel destination.

A form STD 255C is needed for each traveler even if more than one traveler is requesting excess lodging approval for the same meeting and/or destination.

Lead Agencies may use the same three lodging quotes for multiple excess lodging approval requests for travelers attending the same meeting/conference.

For the most up to date lodging rates, please refer to the State of California Travel Reimbursement Rates for Travelers Using First 5 California Funding document available at [http://www.cafc.ca.gov/pdf/programs/impact/State\\_Travel\\_Reimbursement\\_Rates.pdf](http://www.cafc.ca.gov/pdf/programs/impact/State_Travel_Reimbursement_Rates.pdf).

Each excess lodging approval request must include the following documents:

- One form STD 255C for **each** traveler requesting the excess lodging rate approval
- Three lodging quotes to demonstrate good faith effort to justify the request for excess lodging rate approval (the quotes should include the dates of travel and the per night price or a total for the days requested)
- Copies of registration and/or agenda of the meeting the traveler will be attending