

## ADDENDUM 2:

Each travel voucher or Purchasing Card charge that seeks payment for lodging associated with a meeting, conference, or convention organized or sponsored by an agency may not exceed the traveler's daily room rate of \$175. It will be required to expend his or her own funds for any daily room rate, including associated taxes, that exceeds \$175 per day. However, where daily room rates for these activities exceed \$175, travelers are reminded that the most economical use is required. Travelers should be prepared to justify costs that appear excessive. If a daily room rate that exceeds \$175, three other lodging rates in the same area should be included in the travel documents.