



WAIVER OF STATE LODGING RATE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
FINANCE
SFN 1026 (12-2024)

OMB granted DHHS an exemption for in-state hotel reimbursement when the state rate is not available and the cost exceeds the allowed rate. This form documents the reason for the waiver and the process used to select an alternative rate.

Name	Dates of Travel	City
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Hotel	Quoted Rate	Indicate Hotel Selected
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Notes/Comments

Employee Signature

Division/Section Assistant CFO Signature