



# Over Per Diem Lodging Justification

Please note the following:

- ❖ To receive the Per Diem State Rate at NYS hotels, you must request it when making your reservation. Most hotels will ask that you provide your State (SUNY) ID when checking in to verify your state employee status. For hotels located within New York State, you will need a Tax Exempt ST-129 Form when checking-in.
- ❖ If you are unable to secure the Per Diem State Rate this form must be completed, approved, attached to your Travel Authorization or Travel Voucher, and then forwarded to University Accounting.

Traveler's Name: \_\_\_\_\_ Travel Date(s): \_\_\_\_\_

Destination (City/State): \_\_\_\_\_ Name of Hotel: \_\_\_\_\_

Per Diem Rate: \_\_\_\_\_ /night Actual Rate: \_\_\_\_\_ / night

**Please authorize my hotel expense, which is higher than the allowed Per Diem State Rate because ( X one block):**

- The hotel is where the conference is being held, saving additional travel expenses.
- The hotel is convenient for networking and business purposes.
- The hotel is the only one available in the conference area.
- The hotel is the least expensive hotel in the conference area.
- The hotel had a discounted rate, because it was suggested by the conference.
- The hotel is within walking distance of the conference site.
- I shared this room with a colleague (name) \_\_\_\_\_
- Other: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Supervisor's signature is required.