



Lodging Justification Over Per Diem

Please note the following:

- To receive the Per Diem State Rate, you must request it when making your reservation. Most hotels will ask that you provide your SUNY ID when checking in to verify your state employee status. For lodging located with NYS, 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 and attached to your Travel Authorization (Request for Travel Approval) and attached to your state issued credit card log or Report of Travel Expenses and Claim for Payment (AC132-S).

Traveler's Name: _____ Travel Date(s): _____

Destination (City/State): _____ Name of Hotel: _____

Per Diem Rate: _____/night Actual Rate: _____

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 in the conference area.
- The hotel is the least expensive 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: _____

Employee Signature: _____

Date: _____

Supervisor / Chair Signature: _____

Date: _____

Dean / VP Signature: _____

Date: _____