

**Lodging Justification For Over the Per Diem Rate
Accounts Payable Office
SUNY New Paltz**

Req#: _____

Employee Name: _____

Per diem Rate: _____

Reimbursement Rate: _____

Please authorize my hotel expense which was higher than the allowed per diem rate because

- The hotel is where the conference was held, saving additional transportation expenses.
- The hotel was convenient for networking and business purposes.
- The hotel was the least expensive hotel in the conference area.
- It was only hotel available in the conference area.
- The hotel was within walking distance to the conference site.
- The room was shared with a colleague.

Name of Colleague _____

- The hotel was suggested by the conference organizers because it had a discounted rate.

Other reason please explain:

Employee Signature

Date

Accounts Payable Authorized Signature

Date