

Lodging Justification For Over the Per Diem Rate
SUNY New Paltz Research Foundation

Requisition #: _____

Amount: _____

Employee Name: _____

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 the 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

Project Director Signature

Date