

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