

All travelers must provide a justification with documentation to exceed the maximum Federal lodging rate, which can be found at www.gsa.gov.

Please note the following:

- To receive the GSA lodging rate, you must request it when making the reservation. Most facilities will ask you to provide your State (SUNY) ID when checking in to verify your state employee status.
- Be sure to bring a NYS Tax Exempt form for NY lodging. Other state forms are listed on the [Travel Forms](#) page. When traveling out of state, you should ask if they will honor the NYS exemption form, as some will.
- If you are unable to secure the GSA lodging per diem rate for the area where the hotel is located, this form must be completed, approved, and submitted with your Travel Requisition before your trip.

Traveler's Name: _____ Travel Dates: _____

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

Per Diem Rate: \$ _____ /night Actual Pre-tax Rate \$ _____ /night

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 travel expenses.
- ☐ The hotel was the least expensive hotel in the conference area.
- ☐ The hotel was the only hotel available in the conference area.
- ☐ I shared this room with a colleague (Name) _____
- ☐ Other: _____

By signing this form, the traveler certifies they have attached all supporting documentation to support the stated reason(s) above. The traveler further certifies that they have researched and attempted to find a hotel that offers the NYS per diem rate but was unable to based on the reason(s) above. Should the travelers statements prove to be false, the traveler will only be reimbursed the per diem rate as stated by the Office of the New York State Comptroller, and is at risk of losing their New York State issued travel card, if issued.

Traveler's Signature _____ Date _____

Vice President/Provost Signature _____ Date _____

Authorized Signature (Obtained by Travel Office) _____ Date _____