

Justification for Over – the – Maximum Lodging Rate

Please note the following:

- To receive the NYS approved rate, **you must request it when making your reservation.** Most facilities will ask that you provide your State (SUNY) ID when checking in to verify your state employee status.
- If traveling out of state, you should still request the NYS lodging rate. Many facilities will extend this rate to state/federal employees regardless of your home state.
- If you're unable to secure the NYS lodging rate, this form must be completed, approved, and then forwarded to the Purchasing & Payables office, 4th Fl. Raymond Hall, **at least two weeks prior to travel.**

Traveler's Name: _____

Travel Date(s): _____

Destination (City/State): _____

Name of Hotel: _____

Maximum State Lodging Rate: \$_____ / night

Actual Rate: \$_____ / night

Justification:

Traveler's Signature

Supervisor's Signature

Purchasing & Payables Office Use:

Date received: _____

Status: Approved _____

Not Approved _____

Date: _____