Justification for Over – the – Maximum Lodging Rate*

*This form must be completed and all approvals granted before reserving your room. Reservations may be made once the traveler receives approval via email from the Purchasing & Payables office.

Please note the following:

- To receive the NYS approved rate, you must request it when making your reservation.
- 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 forwarded to the Purchasing & Payables office, 4th Fl. Raymond Hall.

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

**Traveler asserts that they have made their best effort to attain lodging in compliance with the current published government rate.

Purchasing & Payables Office Use:

Status: Approved __________________________ Not Approved __________________________

Date: _______________