

## 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, 5<sup>th</sup> 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: \_\_\_\_\_