

## Travel Tips 2



### Travel Tip #2(09XX17) – Over the Maximum Federal Lodging Per Diem Rate for Hotels

For each day a traveler is in overnight travel status, a traveler is eligible for reimbursement for lodging up to a maximum lodging per diem. The per diem rates are found here:

<https://www.gsa.gov/travel/plan-book/per-diem-rates> for domestic travel and [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) for foreign travel.

On occasion, travelers may be unable to find a hotel at a rate that does not exceed the maximum per diem rate for the location of travel. If that occurs, travelers must obtain **prior approval** to exceed the per diem rate. Taxes outside of New York State are not included in the calculation of the rate.

Justifications for going over the maximum include using the conference hotel to save additional travel expenses, using the least expensive hotel in the conference area, using a hotel in walking distance to the conference and sharing a room with a colleague. An Over the Max Lodging Justification Form should be completed and approved by the traveler's supervisor, **before** the traveler makes hotel reservations.

The Over the Max Lodging Justification Form can be found here:

<http://www.sunyopt.edu/offices/business-affairs/travel>

As always, please contact the Business Affairs office with any questions.