

Travel Authorization Request - Exceed Maximum Per Diem Rates

Per NYS Travel Guidelines, lodging costs that exceed the stated per diem rates must be requested in writing and approved by the Fiscal Officer:

Traveler's Name

CUNYfirst EMPL ID

Department

Date Requested

Expected Travel Location

GSA Per Diem Rate

Requested Rate

Reason(s) for exceeding GSA Lodging Per Diem:

Department Head Signature

Fiscal Officer Use Only:

Request Approved

† Requested Rate Adjusted

† Request Denied

Reason for Adjustment/Denial

Fiscal Officer Name

Fiscal Officer Signature

Date