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**CONFERENCE HOTEL POLICY**

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**Category:** Business and Finance

**Responsible Office:** Accounts Payable & Travel Services Office

**Date Established:** 01/01/2008

**Date Last Revised:** 03/30/2015

**Date Posted to Library:** 04/01/2016

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**POLICY SUMMARY**

This policy provides those traveling on college business the convenience of staying at the hotel formally affiliated with a conference or meeting.

**POLICY**

**Policy Statement**

The purpose of Buffalo State travel policies is to ensure that all authorized travel is conducted in the best interests of the State of New York. This policy helps to ensure that SUNY Buffalo State travelers find convenience and safety by staying at designated conference hotels.

Travelers often attend conferences or trainings that require travel and overnight stays. In general, travelers must honor the federal per diem rate for their destination set by the US General Services Administration (GSA) for meals and lodging.

However, if a traveler stays at the designated conference hotel, the traveler may exceed the maximum lodging rate. Because staying at the designated event hotel is thought to reduce transportation costs and provide the traveler a sense of security when attending late evening or early morning conference events, SUNY Buffalo State travelers may stay at the designated conference hotel even when the room rate exceeds the allowable per diem rate.

The traveler is responsible for submitting documentation after the travel occurs stating the name and location of the designated conference hotel. The SUNY Buffalo State Accounts Payable and Travel Services Office is then able to reimburse the traveler the entire amount paid for lodging. When a traveler does not provide documentation, or stays at a location not related to the conference, the traveler will only be reimbursed the allowable per diem rate.

**Applicability**

This policy applies to employees of SUNY Buffalo State.

**RELATED INFORMATION**

**Related Link:**

[State of New York Office of the State Comptroller: Travel Manual](#)

## Conference Hotel Policy

### **CONTACT INFORMATION**

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### **REVISION HISTORY**

**Date of change:** 03/30/2015

**Brief description of edit:** Adapted to standard template

### **APPROVAL**

Approved prior to 2016