

# U.S. DISTRICT COURT HOTEL INFORMATION

## BINGHAMTON DIVISION

Below are some answers to frequently asked questions about planning an overnight stay during your jury service. If you have additional questions, please call the Jury Administration Office at (607) 779-2602.

### HOTEL FAQ:

1. **Do I qualify for overnight accommodations?**

If you live more than 70 miles (one way) from the courthouse, you are eligible for overnight accommodations.

2. **How do I find a hotel close to the Courthouse?**

Below are a few options for hotels that offer rooms at the Government Rate.

3. **How much is the daily per diem?**

The daily lodging per diem for the Binghamton Division is **\$113**. When booking your hotel, request the Government Rate. You will present your Summons to the hotel clerk to verify eligibility. You will also be paid a daily meal stipend of \$64.

4. **What if I want to stay at a different hotel?**

You can stay at a hotel of your own choosing, however, **if you elect lodging in excess of the per diem, you will be responsible for the overage.**

5. **Do I have to pay up front for my room?**

The hotels listed below offer a direct bill option. To make a reservation using the court's direct bill account contact Sue at (607) 779-2602 to make your reservation. If you need to make the reservation after normal business hours, you may contact the hotel directly, asking for the NYND rate. Under the direct bill option, the hotel will bill the court for your room. If you prefer to stay at a different hotel, you can make your own reservations, asking for the government rate. You will pay up front for your room and submit your receipt to the jury staff for reimbursement.

6. **If I pay for my own room, how and when will I be reimbursed for my expenses?**

To claim reimbursement, you **MUST** submit your hotel receipt to the jury clerk during check in. The jury clerk will give you an Authorization for Per Diem Expense form to complete and attach to your receipt. Your per diem will be included in your weekly jury check.

7. **What if I can't find a room at the Government Rate?**

If you can't find a hotel that offers the Government Rate, please contact the Jury Administration Office for help.

### Hotel Options:

- Comfort Inn Binghamton  
(3.2 miles from Courthouse)  
1000 Upper Front Street  
Binghamton, NY 13905  
(607) 724-3297 (phone) – ask for the NYND rate
- Holiday Inn Binghamton Downtown  
(0.4 miles from Courthouse)  
2-8 Hawley Street  
Binghamton, NY 13901  
(607) 722-1212 (phone)