

TRAVEL



SUNY
DOWNSTATE
Medical Center

V2-March 2016

Determining Travel Status

- You must be *35 miles* away from your Official Work Station to be considered in Travel Status
- Travel between the employee's home and their Official Work Station is considered commuting and is not reimbursable
- Whenever traveling you must always determine the most efficient and economical method of transportation
 - A personal vehicle may be used to travel but the traveler should use the most efficient and cost effective method of transportation available
 - If a personal vehicle is used there must be a Letter of Justification explaining what that option was chosen

Airfare/Railroad

- State Employees must apply and be issued an individual Travel Card and must use the NYS Travel Agency
- NYS has contracts with several airlines. Travelers are encouraged to use those contracts because all air and rail travel is insured in the event that your trip is cancelled

If you did not use the State's Travel Contract to book your trip the State will not reimburse you or your department if your trip is cancelled

Before You Travel

- You must complete a Travel Approval Request Form – this form should indicate the approximate total value of your trip regardless of mechanism used to cover the costs. The form should including:
 - Travel expenses
 - Accommodations (If you are exceeding the State rate for lodging you must complete an Over-The-Max Travel Request and attach it to the Travel Approval Request Form)
 - Conference Registrations Fees (if appropriate)
 - Meals (if not included at event you are attending)
- All Travel Approval Request Forms must be approved by the appropriate people in your department and either the COO, CFO or Hospital CFO prior to booking a trip or traveling

Once Your Travel has been Approved

- Register for the Conference/Meeting
- All registration fees should be charged to a State issued department PCard for the conference or meeting you are attending
- A copy of the registration materials and conference agenda must be attached to Travel Voucher once you return from your trip

(The State discourages pre-payments so you must include an alternate person who could attend if the registration fee is non-refundable)

Once Your Travel has been Approved (cont.)

- Book your Air or Rail Travel
 - Option 1 – Use your Travel Card and book through a NYS approved Travel Agency
 - Option 2 – Use your personal credit card and get reimbursed after your travel is complete (Remember if your trip is cancelled you will not be reimbursed by the State if you use your personal credit card)
 - When Travel Confirmation is received, attach a copy of your itinerary to the approved Travel Approval Request to a requisition for your monthly reconciliation
- Also attach a copy of the itinerary to the approved Travel Approval Request Form when you are submitting your Travel Voucher

Once Your Travel has been Approved (cont.)

- If you are using a rental car you must use Enterprise or Hertz which can be charged to your Travel Card
- If you are using your personal vehicle you must include a Letter of Justification explaining why that was the most efficient and economical way of traveling and a map noting the amount of miles your drove – you will be reimbursed the allowable mileage rate
- Taxis and Parking expenses may also be charged to the Travel Card

Once Your Travel has been Approved (cont.)

- Book you hotel accommodations
 - Option 1 – You can use you Travel Card to book your hotel accommodations
 - Option 2 – You can also use your personal credit card and get reimbursed
- Make sure you provide the hotel the ST-129 Hotel Tax Exemption Certificate
- Attach a copy of your hotel receipt to your State Travel Voucher and your Travel Card Statement

Traveling On State Business

- When traveling on State Business
 - Downstate will reimburse you up to the Daily Meals Per Diem rate (if meals are not included at your event)
 - If you are eligible to get reimbursed for meals please do not include your meal receipts when submitting your Travel Voucher (you will be reimbursed the Per Diem rate)
 - Only breakfast and dinner are reimbursable (breakfast is 20% and dinner is 80% of the Daily Per Diem Rate)
 - Reimbursement for meals is also dependent on travel times, so they must be indicated on your Travel Voucher

When you Return from Your Trip

- Submit an approved Travel Voucher within 30 days of your travel and attach:
 - Travel Approval Request Form
 - Completed Registration Application
 - Conference Information (e.g. brochure)
 - Justification Letters if needed
 - Receipts for accommodations, vehicle, tolls, cab fare, etc.
- Your Travel Voucher must include a valid Account Unit and the appropriate authorizations
- Reimbursements will be processed within 30 days from date received in Accounts Payable

Non-Employee Travel (NET) Card

- The NET Card is designated specifically for charging travel expenses for non-State employees (i.e. potential candidates for employment)
- The card is issued to and embossed with the name of the State employee who will be responsible for reconciling the NET Card statement

Travel Card Monthly Reconciliation

- Billing statements are available for reconciliation on the 22nd of each month
- All monthly travel must be reconciled and Travel Packages forwarded to the Travel Administrator within 30 days of the following month
- Failure to certify will result in reporting it to Senior Administration and cancelation of the Travel Card
- All forms, rates and additional information can be found on the Downstate web site under Finance Division, Forms/Link page or under Materials Management page

Links

- Travel Manual

<http://www.downstate.edu/procurement/documents/DMCTravelManual.pdf>

- Travel Forms

<http://www.downstate.edu/procurement/accounts-payable.html#Travel>

Questions

If you have any questions please contact

Diane DeSouza, Travel Coordinator at

718-270-2799

or

The Accounts Payable Department at

718-270-1993