

# TRAVEL



SUNY  
**DOWNSTATE**  
Medical Center

October 2014

# Determining Travel Status

- Must be *35 miles* away from home and Official Station
- Travel between the employee's home and their Official work location is considered commuting and is not reimbursable
- Always determine that the method of travel is in the *best interest* of the State
- A personal vehicle may be used to travel but the traveler should use the most efficient and cost effective method of transportation available

# Airfare/Railroad

- State Employees have to be issued an individual Travel Card and use the NYS Travel Agency because tickets are fully refundable when using contract pricing.\*

## FOR AIR and RAIL RESERVATIONS

**Euro Lloyd Travel Group**  
**212-629-5470 or**  
**800-445-4256**

**Advantage Travel**  
**518-426-0052 or**  
**888-444-4240**

- State Employees can use their personal credit cards for travel expenses. Complete a Travel Voucher for reimbursement upon returning from their trip and submit your voucher directly to DMC Accounts Payable dept., Box #54.
- **If you do not use the State's Travel Contract to book your trip and you cancel, you will not be reimbursed.**

# TRAVEL

- Get approximate cost for trip. Include travel, accommodations and meals.
- Complete Travel Approval Request Form
- Get approval signatures
- REGISTRATION FEE can be paid with your departmental PCard or personal credit card

# TRAVEL

- Book your Air or Rail Travel
- Vehicles may be rented from Enterprise using the state employee Travel Card
- When Travel Confirmation is received, attach a copy of itinerary and the approved Travel Approval Request form to a requisition.
- The requisition should reference Travel Program as the vendor. The description should reference the traveler's name.
- All approved requisitions should be forwarded to the Travel Coordinator by the 22<sup>nd</sup> of each month.

# HOTEL

- Hotel accommodations can be charged to your individual Travel Card.
- Hotel transactions can also be processed by a State Employee's personal credit card and be reimbursed against a State Travel Voucher.
- Submit Hotel Travel Voucher with receipts directly to Accounts Payable, Mail Stop 54.
- ST-129 HOTEL TAX EXEMPTION CERTIFICATE

# Travel

## When traveling on State Business:

- You only get reimbursed up to the Daily Meals Per Diem rate.
- You only get reimbursed for breakfast and dinner.  
(Please refer to the Reimbursement Rate/Per Diem Rates found on the DMC WEB site under the Finance Division, Forms/Links Page.)
- Reimbursement for meals is also dependent on travel times, so they must be indicated on your Travel Voucher.

# Travel

- Reimbursement of allowance for meals is based on federal reimbursement rates
  - Breakfast is 20% of the meal per diem
  - Dinner is 80% of the meal per diem
- If meals are included in a registration fee, traveler *is not* entitled to meal per diems for the provided meals
- Taxis and Parking expenses may also be charged to the Travel Card.



# Travel

- Submit your Travel Voucher within 60 Days of your travel and attach:
  - Conference Information (e.g. brochure).
  - Completed Registration Application.
  - Receipts for Accommodations, Vehicle, Tolls, Cab Fare, etc.
  - Travel Approval Request Form
  - Justification Letters if needed.
  - Statement of Automobile Travel (if using personal vehicle).
  - Valid Budget Code, Your Signature and Approval Signature.

Reimbursements will be processed within 30 days from date received in Accounts Payable.

# **Non-Employee Travel (NET) Card**

- **New program which authorizes a designated state employee to charge travel expenses for non-state employees**  
(i.e. Travel for potential candidate for employment)
- **The card is embossed with the name of the state employee responsible for reconciling the card.**

# TRAVEL

Charges for gasoline, oil, accessories, repairs, depreciation, anti-freeze, towing, insurance and other expenditures will not be allowed. These are considered operational costs and are covered in the mileage allowance.

**170 x 0.56 = \$95.20 approximate mileage from  
Brooklyn to Albany (R/T = \$190.40)**

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State of New York  
Office of the State Comptroller  
Thomas P. DiNapoli, State Comptroller

Guide to Financial Operations

XIII.4.C Mileage Rates

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# XIII.4.C Mileage Rates

## SECTION OVERVIEW

New York State reimburses employees for business use of privately owned automobiles based on the standard mileage allowance established by the Internal Revenue Service (IRS). By adhering to this allowance, reimbursements for mileage are not taxable to the employee.

**Process and Document Preparation:**

The IRS website for mileage information is:  
<http://www.irs.gov/2014-Standard-Mileage-Rates-for-Business,-Medical-and-Moving-Announced>

Mileage rates are as follows:

Effective Date	Personal Vehicle Standard Rate	Moving Mileage Rate
January 1, 2014	0.560	0.235
January 1, 2013	0.565	0.240
January 1, 2012	0.555	0.230
July 1, 2011	0.555	0.235
January 1, 2011	0.510	0.190
January 1, 2010	0.500	0.165
January 1, 2009	0.550	0.240
July 1, 2008	0.585	0.270
January 1, 2008	0.505	0.190
January 1, 2007	0.485	0.200

Motorcycle Rates:

<http://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XIII/4/C.htm>

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# Questions ?

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