

# TRAVEL



# 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 should **not** use their **personal credit cards** or other forms of payment for Air or Rail fares. However, if the employee uses their credit card they will not be reimbursed for their tickets if they have to cancel.
- State Employees should utilize the State's Travel Contract (CTA) 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**

# 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 personal credit card or create a requisition and attach the approval request form

# TRAVEL

- Book your Air or Rail Travel using the CTA, (Central Travel Account).
- When Travel Confirmation is received, attach a copy of itinerary and the approved Travel Approval Request form to a requisition.
- The requisition should reference CTA 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 Central Travel Account (CTA)
- Hotel transactions can also be processed by a State Purchase Order. If the selected Hotel does not accept NY State Purchase Orders, the State Employee can use his/her personal credit cards and be reimbursed against a State Travel Voucher.
- Submit Hotel Travel Voucher with receipts directly to Accounts Payable, Box #54.

# 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 actual lodging costs and an allowance for meals 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
- Receipts for lodging is always required

# 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.