Need to Take a Business Trip?
Let us help you decide which choices are best for you!

Determining "Travel Status"

Are you traveling more than 35 miles from both your official work station and home?

If "No," you most likely are not entitled to reimbursement as this is not considered in "Travel Status."

If "Yes," you are entitled to reimbursement as this is considered in "Travel Status."

Complete a Travel Authorization (TA). Have it signed by your Supervisor and the funding account Authorized Signor.

Know your Trip Allowance Status!!

It is very important you know how much you will be allowed to spend BEFORE you go on your trip.
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Is a State Travel Card or Reimbursement Method best for you

You can choose the Reimbursement Method

Upon returning from your business trip, you will complete a Travel Voucher and be reimbursed (hopefully within 2 weeks) for the allowable expenditures you incurred.

You can choose to be issued a State Travel Card

You must complete an Application Form and submit the request to your Supervisor. It takes a minimum of 1 week for the Travel Card to arrive and you will need to schedule training on the proper use of a Travel Card.

By requesting a State Travel Card, you are in agreement with the many rules and guidelines for possessing a State Travel Card and willing to assume the responsibility of possessing a State Travel Card.
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Some Rules to Know

Transportation

- Travel should be by the most efficient and cost-effective method of transportation available. Travelers should schedule all travel assignments effectively to minimize expenses whenever possible.
- Common Carrier - Airline, Train or Bus usually result in the least costly and most expeditious means of transportation. For those travelers having a State Travel Card, OGS has an agreement with Child Travel/Albany Travel.
- OGS has Rental Vehicle agreements with Enterprise and Hertz.
- Keep in mind that State Vehicle usage does not allow anyone but a State employee, student, or intern in the vehicle.
- Personal Vehicles may be used when common carrier or rental vehicle transportation is not available or cost effective. Mileage will be reimbursed in accordance with the current collective bargaining agreement.

Lodging

- Lodging rate should be obtained at the Per Diem State Rate. If there is an allowable reason as to why the State Rate could not be obtained, the traveler is required to get prior approval and a signed Over Per Diem Lodging Justification Memo from their Supervisor or Authorized Signor of the funding account.
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Determine your Meal Allowance

Overnight Trip Without a Lodging Receipt (Method I)

This is a flat rate Per Diem allowance for meals, lodging and incidentals when lodging was obtained at no charge (Example: staying with relatives or friends). No receipts are required.

<table>
<thead>
<tr>
<th>Location</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York City and Nassau, Suffolk, Rockland, and Westchester Counties</td>
<td>$50.00</td>
</tr>
<tr>
<td>Cities of Albany, Binghamton, Buffalo, Rochester, Syracuse, and their respective surrounding metropolitan areas</td>
<td>$40.00</td>
</tr>
<tr>
<td>All other locations in New York State</td>
<td>$35.00</td>
</tr>
<tr>
<td>Out of State</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Travelers using this unreceipted method are also eligible for an additional $5.00 for breakfast on the day of departure (if they leave at least 1 hour before normal start time) and an additional $12.00 for dinner on the day of return (if they return at least 2 hours after normal end time).

Note to Travel Cardholders - If the cardholder chooses to use the Travel Card, the allowance for meals will be limited to actual costs up to the flat rate Per Diem rates shown above. Any charges on the Travel Card over flat rate Per Diem, will be reimbursed to Citibank by the traveler.
Determine your Meal Allowance

Overnight Trip With a Lodging Receipt (Method II)

This method provides a meal allowance for breakfast and dinner based on federal reimbursement rates for the county of lodging.

New York State does NOT reimburse for lunch, so the federal reimbursement rate is 20% for breakfast and 80% for dinner.

Breakdown of the 6 current rates:

<table>
<thead>
<tr>
<th>Meal Allowance</th>
<th>Breakfast</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>$71</td>
<td>$14</td>
<td>$57</td>
</tr>
<tr>
<td>$66</td>
<td>$13</td>
<td>$53</td>
</tr>
<tr>
<td>$61</td>
<td>$12</td>
<td>$49</td>
</tr>
<tr>
<td>$56</td>
<td>$11</td>
<td>$45</td>
</tr>
<tr>
<td>$51</td>
<td>$10</td>
<td>$41</td>
</tr>
<tr>
<td>$46</td>
<td>$9</td>
<td>$37</td>
</tr>
</tbody>
</table>

This method is used when the state is paying for the traveler's lodging. If meals AND lodging are provided by another agency or organization without charge to the traveler, no meal or lodging allowance is granted.

However, if ONLY lodging is provided by another agency or organization without charge to the traveler, meal allowances based on location of lodging may still be claimed on the traveler's Travel Voucher.

Note to Travel Cardholders - Per Diem meal allowance can only be reimbursed on a Travel Voucher/Reconciliation Form. If the cardholder chooses to use the Travel Card, the allowance for meals will be limited to actual costs up to the Per Diem meal allowance rate. Any charges on the Travel Card over Per Diem, will be reimbursed to Citibank by the traveler.
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**Determin your Meal Allowance**

**Day Trip**

For Day Trips meeting "Travel Status" requirements, the traveler is eligible for breakfast (if they leave at least 1 hour before normal start time) and dinner (if they return at least 2 hours after normal end time).

Un-receipted meal allowance is:
$5.00 - breakfast and $12.00 dinner

If traveler submits a receipt for meals, the meal allowance is the actual expenses up to the maximum Per Diem meal allowance rate. Traveler will not get more than they spent and they cannot go over the Per Diem.

Meals on Day Trips are taxable.

**Note to Travel Cardholders** - If the cardholder chooses to use the Travel Card they must submit receipt for meals. The allowance for meals will be limited to actual costs up to the Per Diem meal allowance rate. Any charges on the Travel Card over Per Diem, will be reimbursed to Citibank by the traveler.
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Miscellaneous Rules to Keep in Mind

- New York State does **NOT** reimburse for New York State taxes. Present the ST-129 Exemption Certificate to the hotel.
- **Know what the Per Diem rates are BEFORE you travel!!**
  - **Know what your approved Trip Allowance is!!**
- Do **NOT** pay for someone else's travel. We cannot reimburse you for their trip!!
- New York State expects the traveler to choose the most efficient and cost-effective method of transportation available.
- Document any and all expenses on your Travel Voucher or Travel Card Statement Reconciliation. All payments made by Fredonia are auditable for up to 7 years!!

**Travel Cardholders - Office of State Comptroller routinely performs Desk Audits on Travel Card purchases.**
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Foreign Trips

Travel outside the continental United States is reimbursed based on the Per Diem allowance established by the U.S. Department of State.

Per Diem meal allowance is 20% for breakfast and 80% for dinner.

It is up to the traveler to know the passport rules. Be sure to know the document requirements of the county you are traveling to!

Expenses directly related to lodging and meals are included in the Per Diem allowance and are not reimbursed. However, some expenses unique to foreign travel may be reimbursed.

Examples:
- Passports
- Visa fees
- Cost to convert currency
- Travelers' checks
- Laundry charges for extended stays
- Departure taxes
Complete a Travel Authorization (TA) four weeks prior to leaving on your trip.

- Complete all fields on the TA.
- List ALL funding sources on your TA!!
  That includes but is not limited to Other Funds such as Research, Foundation, and FSA
- Use the link on our web page to the U.S. General Services Administration (GSA) map, look up the daily Per Diem rates for the location you will be staying.
- Record the Per Diem rates on your TA and check the appropriate State Travel Card or Reimbursement boxes for each item.
- Submit to your Supervisor for approval. You may also need a signature from the funding account's Authorized Signor (if seeking funds from another department).

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Know the Rules

Ask Questions Prior to Leaving

Have a Safe and Educational Trip!