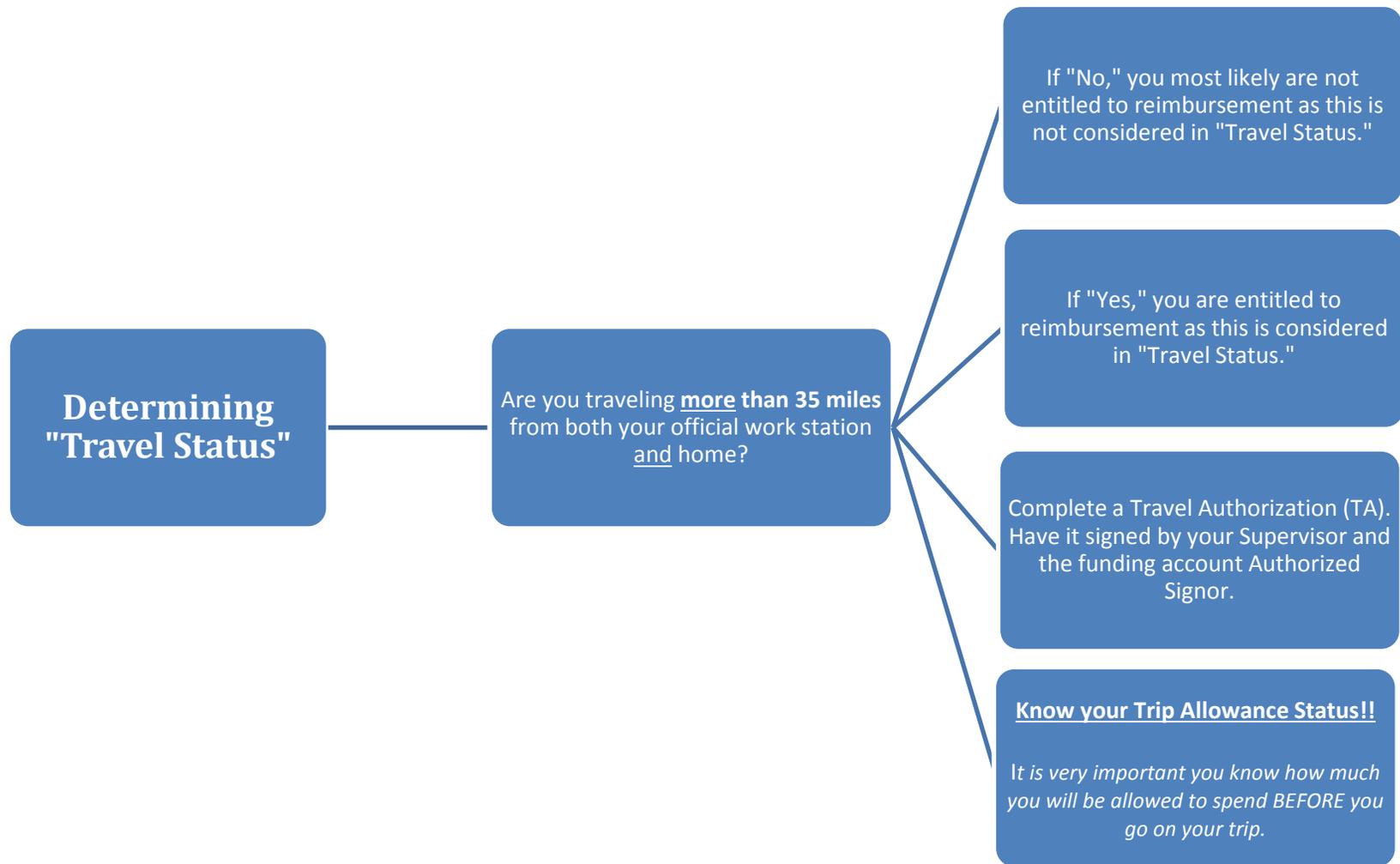


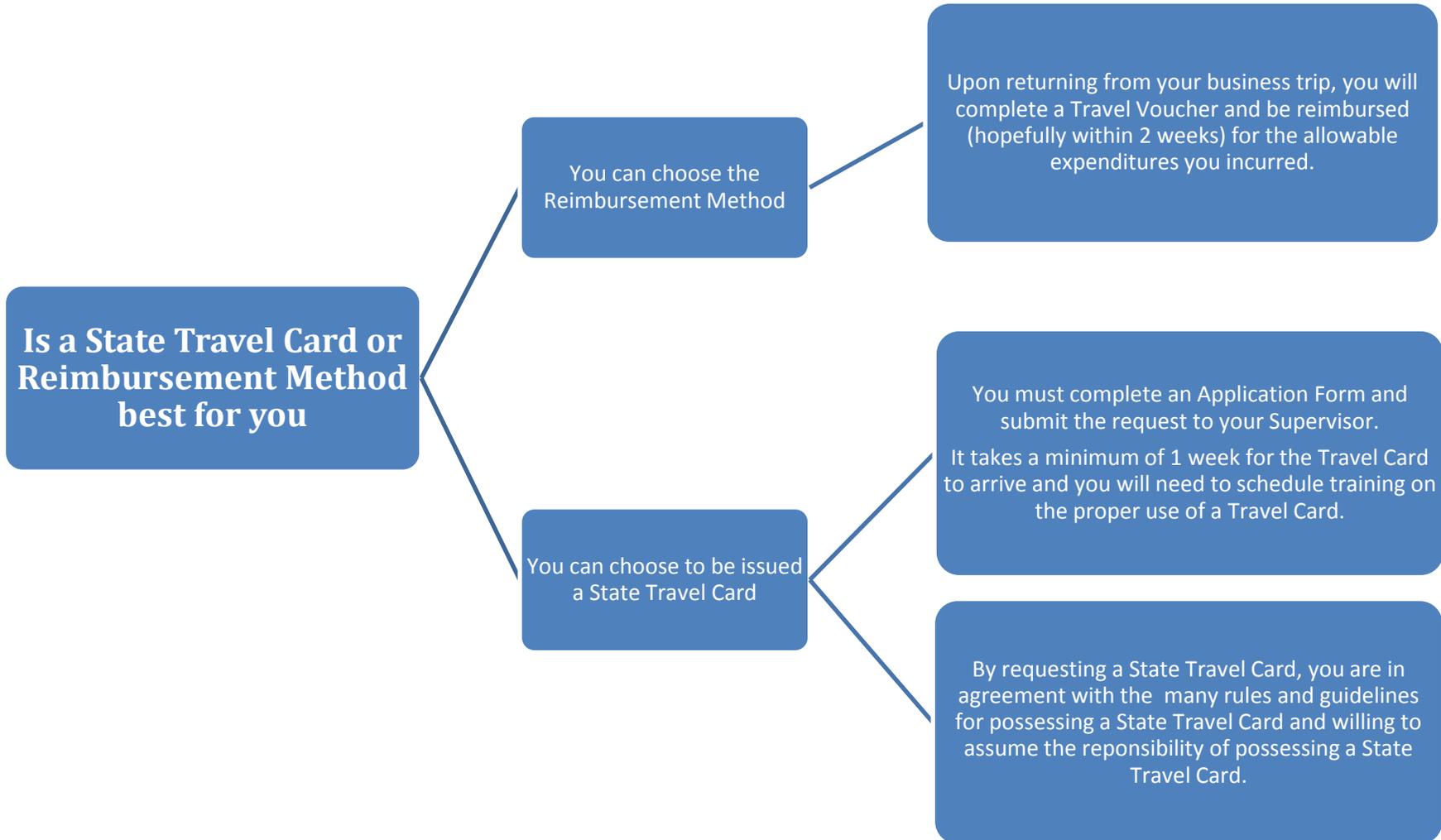
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Let us help you decide which choices are best for you!



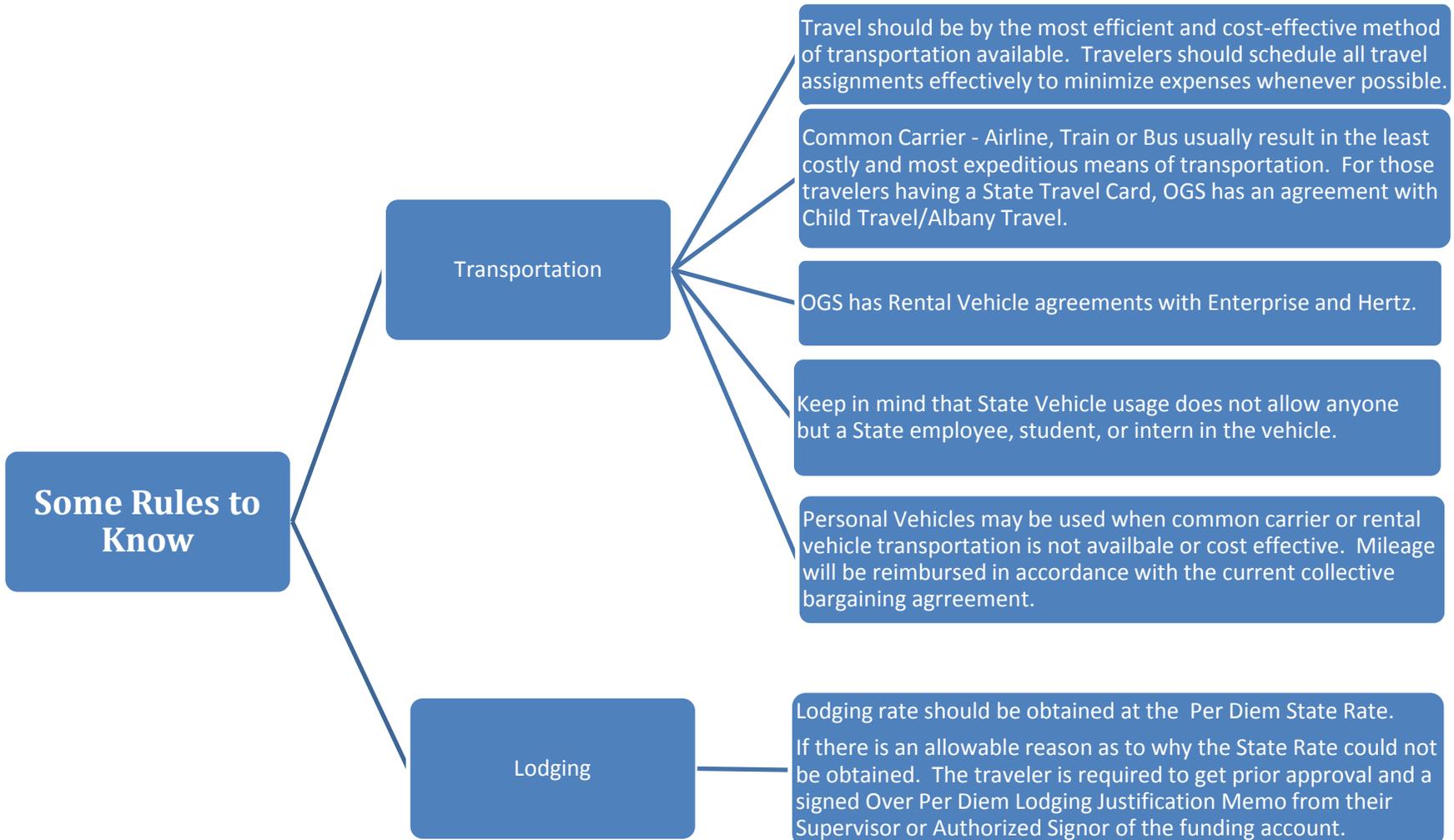
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**Determine
your Meal
Allowance**

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.

Location	Rate
New York City and Nassau, Suffolk, Rockland, and Westchester Counties	\$50.00
Cities of Albany, Binghamton, Buffalo, Rochester, Syracuse, and their respective surrounding metropolitan areas	\$40.00
All other locations in New York State	\$35.00
Out of State	\$50.00

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.

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**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:

Meal Allowance	Breakfast	Dinner
\$71	\$14	\$57
\$66	\$13	\$53
\$61	\$12	\$49
\$56	\$11	\$45
\$51	\$10	\$41
\$46	\$9	\$37

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!!

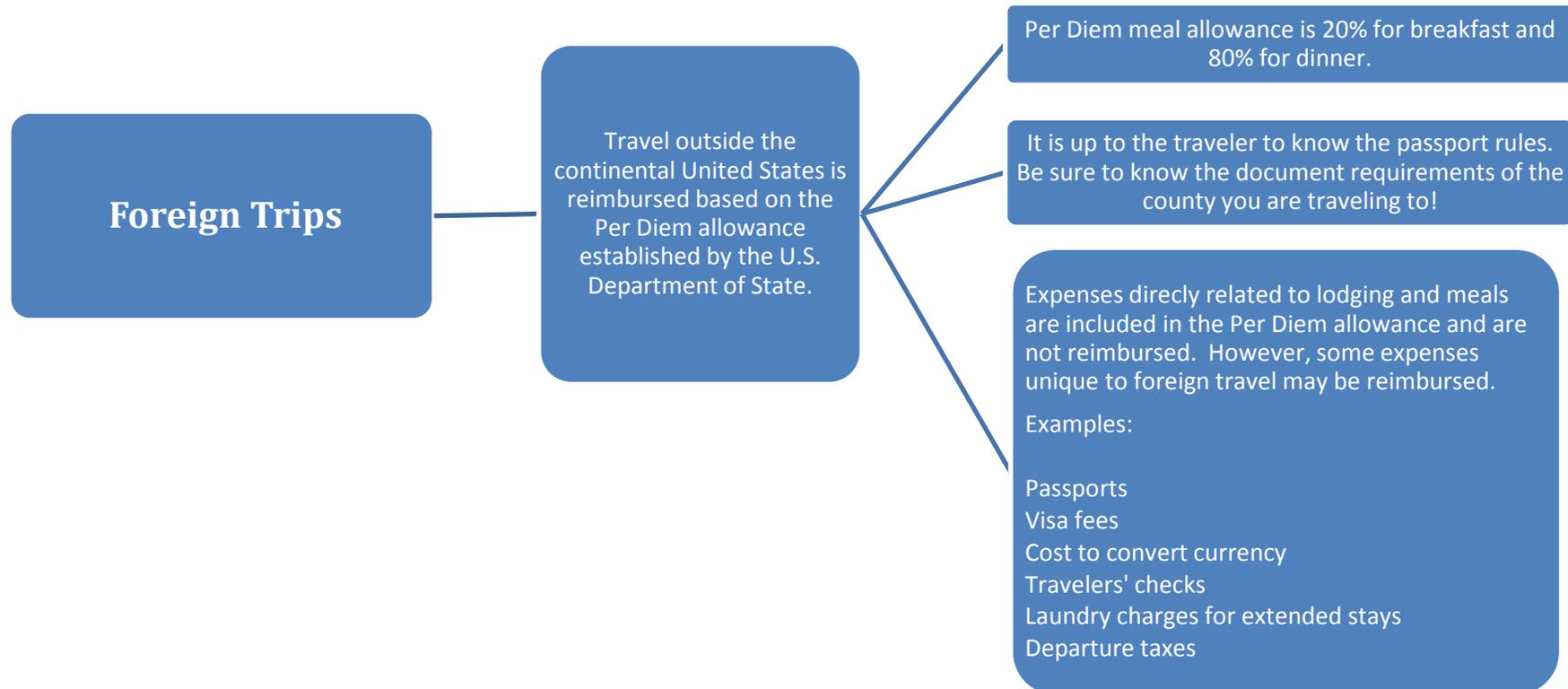
New York State expects the traveler to choose the most efficient and cost-effective method of transportation available.

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.

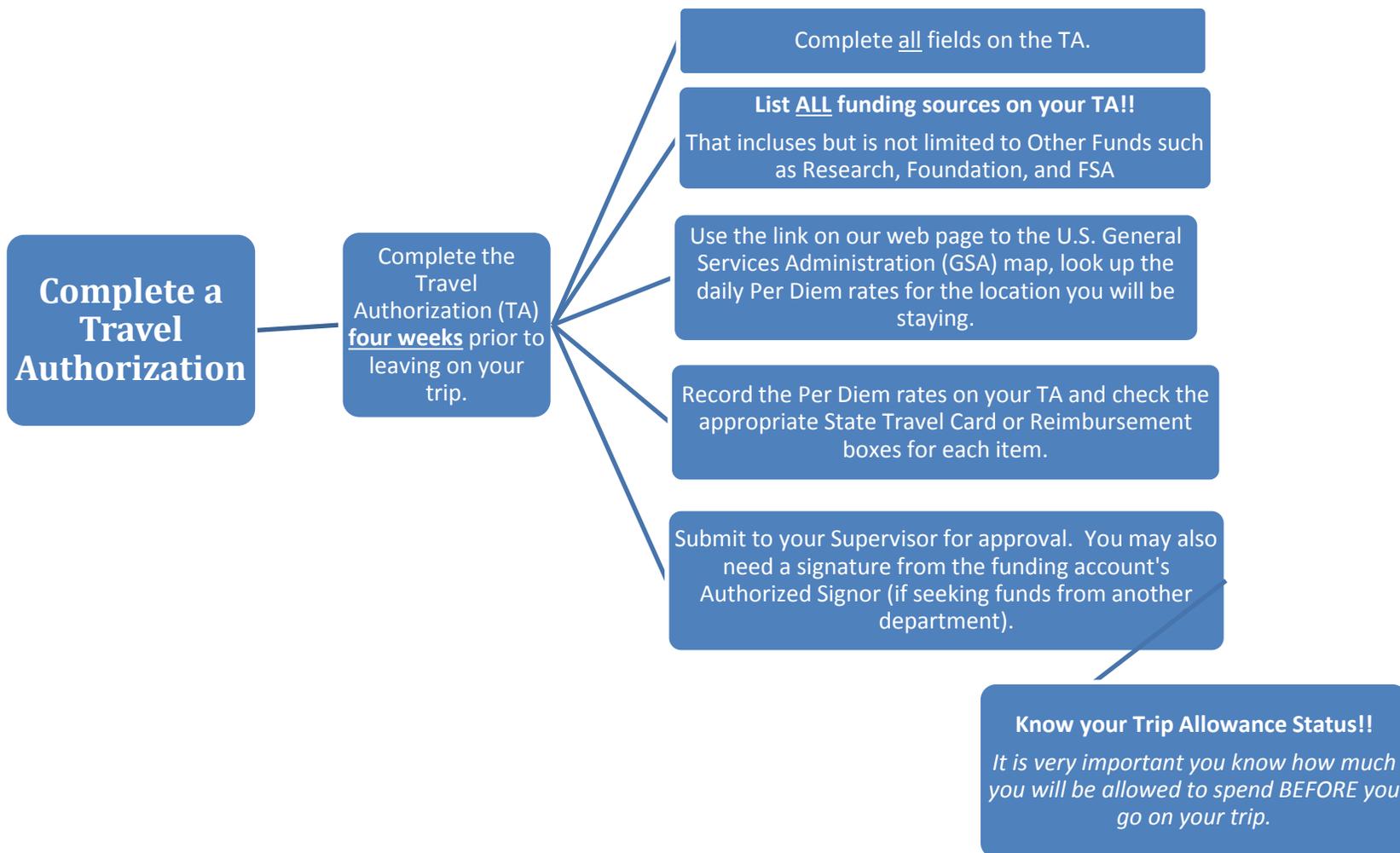
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