



STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS

NEW YORK NAVAL MILITIA

330 OLD NISKAYUNA ROAD, LATHAM, NEW YORK 12110

NYNMINST 4650.1
22 MAY 2016

NEW YORK NAVAL MILITIA INSTRUCTION 4650.1

Subj: Travel Procedures

Ref: (a) DMNA Fiscal Policy Memo: Transmittal NO: VP-006.
Guidelines Regarding Travel for Members of the New York Naval Militia (NYNM) and the New York Guard (NYG).

1. Purpose. To promulgate policy on New York Naval Militia members utilization of the State payment process administered by the New York State Division of Military and Naval Affairs (DMNA).

2. Policy.

a. All agency travel will only be related to official state business and must be conducted in the most cost effective manner possible. Service members will only travel on official orders when it is essential to the Naval Militia core missions. Travel must have prior approval, limiting overnight visits and the use of other efficiencies (car pooling, shared lodging, etc.) whenever possible and where applicable. Members must be on official agency sanctioned State Active Duty Orders (SAD).

b. Travel request: Travel must be preapproved at the discretion of NYNM Headquarters a minimum of two (2) weeks prior to the travel event. All travel requests for transportation must include information regarding mode of travel requested and justification (i.e. mass transit, train, state vehicle, privately owned vehicle (POV), car rental). The purpose of the travel must be included: attending meetings; training; conferences; etc.

c. Transportation: No transportation reimbursement will be authorized unless the one-way travel to the event exceeds 35 miles as calculated by MAPQUEST "shortest distance". Car pooling is the preferred method of travel. Rental cars will be arranged by NYNM Headquarters if requested to ensure the rental vehicle is paid for using the NYNM rental car account. When using a rental vehicle NYNM will contact a senior member to be the "duty driver" for rental vehicle pick up. The duty driver will be responsible for payment of vehicle fuel and upon timely submission of all vehicle receipts will be reimbursed for fuel. If a rental car is unavailable or economically unfeasible POV may be authorized at the NYS prevailing rate using the NYS OGS trip calculator: <http://www.ogs.ny.gov/bu/ss/trav/calculators.asp>

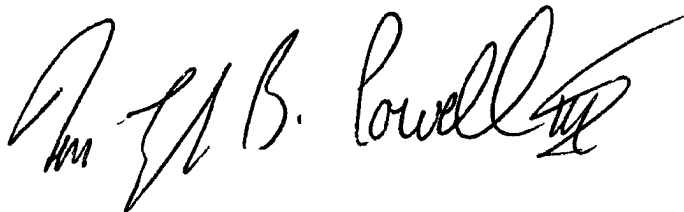
d. Per Diem: Per diem for food is available depending on the length of time and whether or not overnight lodging is involved.

1. Per diem is for reimbursement for dinner the night of lodging and breakfast the following morning.
 2. Per diem is also available if the individual is lodging and departs the morning of travel one hour before the commencement of their current mission duty hours and arrives home the next day two hours after the end of their mission duty hours. For the NYNM the normal mission duty hours are 0800 to 1600.
 3. Under the scenario in para.2 above, the extra breakfast per diem is 20 percent of the normal per diem rate and the extra dinner per diem is 80 percent of their normal per diem rate.
 4. No per diem is available for lunch.
 5. The per diem is based on the most recent general service Administration (GSA) rates and are calculated by NYNM Headquarters annually for all of NY State in April of each year for the entire State Fiscal year. For 2016 the rate is \$5 for breakfast and \$12 for dinner.
 6. To receive a per diem reimbursement a completed DMNA State Travel Request (Form Attachment 1 (for more than one individual with Form Attachment 1-A or Form Attachment 2 for one individual) along with Form AC 132-A (form attachment 4) and a completed Certification of Duty Hours (form attachment 3) must be submitted. Note for non-DMNA employees: ID number is the members last 4 digits of their Social security number.
- e. Lodging: (not authorized unless greater than 50 miles of travel) any individual that seeks lodging as authorized under paragraph a, above, must abide by the "lodging Rules when in State Active Duty Status (attachment 5). To receive lodging reimbursement the member must request lodging a minimum of two weeks prior to the event through NYNM Headquarters. If approved, NYNM Headquarters shall arrange lodging or direct the member to arrange lodging using the most economical facilities available. Lodging reimbursement cannot exceed the current GSA rate for that geographic area. NYNM Headquarters shall advise the member of the GSA rate upon approval. To receive lodging reimbursement Form AC 132-1 (form attachment 4) must be completed.
- f. Reimbursement: No funds shall be obligated by NYNM until approvals are obtained. If funds are obligated, or expended, prior to approval and the request is denied the requestor may be liable to the expenditures personally. To receive reimbursement for any authorized expenses all required forms must be submitted in a timely and completed manner. If the required forms and

reimbursement requests are not completed within 60 days of the travel orders the individual may be liable for any expenditures.

3. Direction.

The ability to expend New York State funds for training and readiness is a privilege provided to the volunteer members of the New York Naval Militia. Every member is responsible to the citizens of New York to be diligent custodians of the public trust and expend public funds in an honorable manner above reproach. Use the funds provided in wise and thoughtful endeavors and be safe in traveling.



Ten Eyck Powell, III

DMNA State Travel Request
Individual Non-State Employee New York Guard, Naval Militia
Please submit this request to MNBF

Traveler Official Station: _____ Submittal date of this request: _____

Request approval of travel for the following individual:

Name: _____ Rank: _____ Contact #: _____

Location of event: _____

Dates of Actual Event:

Start Date: _____ End Date: _____

Dates of Departure and Return:

Depart Date: _____ Return Date: _____

Detailed Justification for Travel

Transportation :

Agency Car:

Please check one of the following:
Car Rental:

POV:

Total Cost Estimates:

Transportation: _____
Meals: _____
Lodging: _____
Other Costs: _____

Total: _____

Please Check Source of Funding:

State:	<input type="text"/>
Federal:	<input type="text" value="N/A"/>
SRO:	<input type="text" value="N/A"/>

Below for DMNA Latham NYG, or Naval Militia Component Office and MNBF Only

If reimbursement (per diem) is sought from the State then this approved request must be attached to the NYS Form AC 132

Approved:

Disapproved:

Signature of Authorized Supervisor: _____

Printed Name of Authorized Supervisor: _____

Please Print Legibly

MNBF Signature: _____ Approve: _____

Date: _____

Disapprove: _____

New York State Division of Military and Naval Affairs
New York State Naval Militia and New York Guard



Certification of Duty Hours

I hereby certify that the following individual:

Please print name

* Duty Hours are:

Duty hours per day

Signature must be at time of per diem request

Can pre-print name here if applicable

Date must be at time of per diem request

Supervisor Signature

Date

(Please print supervisor name)

Can pre-print name here

This certification must be attached to the AC 132-A when requesting any reimbursement

*Duty hours cannot be below a minimum of eight hours

SAMPLE

New York State Division of Military and Naval Affairs
New York State Naval Militia and New York Guard



Certification of Duty Hours

I hereby certify that the following individual:

Please print name

* Duty Hours are:

Supervisor Signature

Date

(Please print supervisor name)

This certification must be attached to the AC 132-A when requesting any reimbursement

*Duty hours cannot be below a minimum of eight hours

New York Naval Militia and New York Guard

Lodging Rules when in State Active Duty Status

Lodging. The following will be implemented in regards to lodging:

(1) No individual is permitted to change accommodations within his/her place of lodging on their own initiative. Authorization for any change must be obtained through the component administration in Latham headquarters for the New York Guard or Naval Militia for approval.

(2) No individual is permitted to make private arrangements of any kind with hotel management relating to rooms, food, access, and parking without pre-authorization. Authorization for any arrangements must be obtained through the respective component administration in Latham headquarters for the New York Guard or Naval Militia and submitted to MNBF for approval. The State of New York will not be obligated to reimburse any vendor or individual without this approval.

(3) No individual is permitted to have a state funded place of lodging if they live within 50 miles of the geographic location where they will be performing duty. If accommodations are needed pre- authorization must be obtained as outlined in MNBF Fiscal Memorandum VP XXX. If authorization is granted, occupancy will be permitted on a short term basis only. Those serving in any type of federal status may not be entitled to lodging funded by the State of New York.

(4) Only authorized personnel on a state mission with official duty orders are allowed lodging that is contracted by the State of New York. If applicable, rooms should be spot checked to ensure that this policy is adhered to.

(5) In an effort to ensure security, one (card) key will be issued to each individual for access to his or her room. An individual will not be authorized to possess multiple keys for his/her room. A service member must use the room assigned to them and *will be responsible* for any monetary charges beyond the basic cost of the room.

(6) The lodging establishment may take action against an individual for damage caused by willful or negligent actions by the individual. DMNA may also take action against the individual. DMNA will not be monetarily responsible for damage caused by willful or negligent actions by the individual.

(7) Visitors are permitted, provided it does not violate place of lodging policy. However any damage, theft, or disturbance caused by visitors will be the visited individual's responsibility. Visits to activated personnel by their families during a state active duty period should be discouraged. However, if the SAD period is lengthy in duration, the component administration in Latham headquarters for the New York Guard or Naval Militia should prepare a plan to regulate such visits by families and friends. Visiting hours and visiting areas