

NEW YORK DIVISION OF MILITARY AND NAVAL AFFAIRS
OFFICE OF BUDGET AND FINANCE
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-2224

FISCAL POLICY MEMORANDUM

TRANSMITTAL NO: VP-004-B

DATE: January 24, 2013

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Agency Travel Policy and Procedures

GUIDELINES:

This Fiscal Policy Memorandum (FPM) supersedes FPM VP-004-A dated August 30, 2012 and applies to all state employees and militia members of the New York State Division of Military and Naval Affairs (DMNA) who utilize State funds, Special Revenue-Other funds or Federal funds administered through the Master Cooperative Agreements by the state, in regard to in or out-of-state travel. All agency travel will only be related to official state business and must be conducted in the most cost effective and efficient manner possible.

1. Employees will travel only when it is essential to the agency's core mission, and when no other means to participate in the activity is available and even in that instance cost efficiencies must be sought. For example, limiting days of travel, eliminating overnight visits and weekend travel, or whenever possible, the use of conference calls, teleconferences, webinars, and use of DMNA Distance Learning Centers and Defense Connect On-Line (DCO) technologies will be the chosen method to share information and training strategies.
2. Employees may attend conferences for general education or networking purposes during work hours, however, the agency will not approve reimbursement for travel to those conferences.
3. If travel to a conference is required external to the location of employment, other than those outlined under Travel Exemptions of this FPM, it must have prior approval from MNBF.
4. Employees will use the most efficient mode of transportation available to them, and use their best efforts to reduce or eliminate overnight travel.
5. If available, mass transit must be utilized as the first choice of transportation

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mode when practical. Employees will not be reimbursed for any other mode of travel to destinations where mass transit is readily available, unless urgent, unforeseen circumstances exist. Additionally, employees not using mass transit must utilize agency pool cars.

6. Whenever possible, employees will take advantage of carpooling. If neither mass transit nor an agency pool car is available, employees may use the least expensive option of either a rental car or their personal vehicle.

7. The Trip Calculator must be utilized when using a personally owned vehicle (POV) for any travel that exceeds 100 miles round trip. The calculator is used to determine whether using a POV or renting a car is more cost effective to the state. You must take the printed page of your completed Trip Calculator and scan and save the PDF into your SFS travel expense request.

The trip calculator can be accessed online using the following link:

www.goer.ny.gov/employee_resources/travel_information.cfm

Once you open the link, go to either Enterprise Calculators or Hertz Calculators and click open and complete either "Personal Car At Rental Rate Calculator Enterprise" or "Personal Car At Rental Rate Calculator Hertz" to determine which is the best rate for the state. Once complete you must print the page and scan and save the PDF into your SFS travel expense request. Be advised that if you elect to use your POV when the trip calculator indicates that it is cost effective to use a rental vehicle, the State will only reimburse up to the rental vehicle rate.

If the travel is over 100 miles round trip using a personal vehicle and is an emergency, the individual prior to submitting their SFS Travel Expense must obtain an Emergency Exemption from MNBF.

8. All travel requests must provide information regarding their travel such as justifications, mode of travel i.e. mass transit, air, train, state/federal, car rental or POV. Also, if attending meetings, training or conferences, that information must be provided i.e.: invitations, authorizations, notifications, agendas, training courses and schedules. For further information, consult the most recent version of MNBF Budget Bulletin B-78.

9. No funds shall be obligated by the requestor until approvals are obtained. If funds are obligated and the travel request is denied, the requestor will be liable for the expenditure personally.

TRAVEL APPROVAL EXEMPTIONS:

1. Exceptions to personal vehicle travel by armory superintendents and maintenance staff related to the agency's mission will be managed by the Directorate of Facilities and

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Engineering (MNFE) within their internal policies. MNFE will continually evaluate personal vehicle travel by armory superintendents and maintenance staff to ensure that only essential travel to sustain armory operations will be performed. Field Staff are not exempt from using the Trip Calculator when using a personal vehicle (see section 7).

a. The following positions are exempt from submitting a Travel Authorization request in the Statewide Financial System (SFS) for travel requirements to facilities within NYS as part for their job requirements.

- Facilities Maintenance Supervisor
- District Maintenance Supervisor
- Maintenance Supervisor I
- Maintenance Supervisor II
- Mechanic
- Maintenance Assistance
- Maintenance Helper
- Electronic Alarms Specialist 2
- Electronic Security System Program Manager

b. Travel by the Military History Staff in support of programs requirements within the Saratoga area, Latham Headquarters, and the State Capital/Empire Plaza in Albany NY, will not require submitting a Travel Authorization request in SFS.

c. Travel within a 10 mile radius in and around the employee's place of employment other than for military history staff, for incidental travel cost for mileage, parking and tolls under \$15 will not require pre-approval by MNBF through SFS. Under this provision, charges may not exceed \$50 per month by an employee.

PROCEDURES:

1. All travel other than outlined under Travel Exemptions must be pre-approved.
2. Request for travel must be entered into SFS (unless otherwise permitted by MNBF for the use of Form 1010) for MNBF to review and approve and or to obtain the proper approvals.
3. Travel requests must be fully completed in SFS and submitted and received by MNBF 30 days in advance for "In State Travel" and 45 days for "Out of State Travel" to allow all the internal and external approval processes to occur. No travel will occur without the proper authorizations.
4. When using an agency vehicle and obtaining fuel, the traveler must use the Fleet Fuel Credit Card, which is assigned to each State vehicle by MNFE.
5. Travel reimbursement will be according to the rates as set by the federal government

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and will be periodically updated by MNBF through an Accounting Bulletin.

6. The traveler can log into the SFS to obtain status of their travel request to include approvals/disapprovals.
7. Periodically, MNBF will notify agency personnel of changes to the state's per diem rates. Additionally, the complete listing of lodging and meal allowance's can be found on the web site www.qsa.qov/perdiem.
9. If eligible, any reimbursement for travel must be submitted through the SFS Travel and Expense Module to the Business Service Center (BSC) for action.

Should you have any questions regarding this policy, procedures please contact Mr. Thomas Halabuda at (518) 786-4538.

DISTRIBUTION:

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