

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-D

DATE: December 6, 2013

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Agency Travel Policy and Procedures

GUIDELINES:

This Fiscal Policy Memorandum (FPM) supersedes FPM VP-004-C dated August 26, 2013 and applies to all state employees and militia members of the New York State Division of Military and Naval Affairs (DMNA) who utilize State General funds, Special Revenue-Other funds, Federal funds administered through the Master Cooperative Agreements by the state and funds outside the purview of New York 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

SUBJECT: Agency Travel Policy and Procedures

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.

10. Any employee who is eligible and plans to use overtime during the course of their travel must get prior approval from MNHS. The travel will not be authorized or if authorized will be withdrawn without such approval.

SUBJECT: Agency Travel Policy and Procedures

11. State travel cards are to be used by the bearer only and not for another individual unless specifically authorized by the DMNA Director of Budget and Finance.

OUT OF STATE TRAVEL:

1. All out of state travel will require a "DMNA REQUEST FOR OUT OF STATE TRAVEL APPROVAL" (attachment 1) to be completed. This request must be type written.

2. The completed request must be submitted via attached to the SFS travel request. MNBF will use the information to obtain authorization from the appropriate approvers. MNBF will notify the requester if their out of state travel is approved or disapproved.

Note: The requester should keep a copy of Attachment 1 in word format in the event changes have to be made.

3. Please attach course and training curriculum and schedules, meeting agendas and any other informative documentation with the DMNA REQUEST FOR OUT OF STATE TRAVEL APPROVAL. This documentation is needed for overall approval.

4. Travelers must still submit their travel request through SFS.

5. Prior approval is required notwithstanding fund source or dollar amount. Please refer to the Procedures, section 3 for needed lead times.

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 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). Additionally, this exemption does not extend if the employee travels outside of their designated geographic work area.

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

SUBJECT: Agency Travel Policy and Procedures

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 50 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 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.gsa.gov/perdiem.
8. If eligible, any reimbursement for travel must be submitted through the SFS Travel and Expense Module to the Business Service Center (BSC) for action.
9. The traveler should also consult the BSC New York State Travel Guidelines for State Employee Travelers and BSC New York State Travel Guidelines for Supervisors Approving SFS Expense reports. For any questions regarding these guidelines contact the BSC at (518) 457-4272.

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

SUBJECT: Agency Travel Policy and Procedures

ATTACHMENTS

DISTRIBUTION:

A

C

D

E

F4 - F6, F8

DMNA REQUEST FOR OUT OF STATE TRAVEL APPROVAL

Please submit this request to MNBF

Traveler Name: Title: Exempt status:	
Event Title: Location: Dates of Travel:	
*Detailed cost:	Transportation: Rental Vehicle: Per diem/ Meals: Lodging: Parking: Total:
**Funding Source(s):	
Are you over time eligible and plan to use it on this specific travel? Check Y or N:	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
	If YES, have you obtained overtime approval from MNHS? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Efforts to minimize cost of travel	
Detailed description of purpose of travel	
Detailed description of benefit to NYS	
Consequence of failing to attend	
***If traveler is speaking or presenting, please describe	

Date submitted by Travel Requestor:	Signature:
Notwithstanding dollar amount or fund source, all Out Of State Travel must be pre- approved.	

*Must add up to total cost for travel.

**% Federal, % State or % Cost Shared. If cost shared what is the % of each.

*** If not applicable just insert NA



CONTENTS:

General Guidelines 1

Travel Approval 1

Travel Card 1

Meals & Lodging 2

Transportation 3

Miscellaneous 5

Receipts 5

SFS Expense Report 6

CONTACT:

Business Services Center
Travel Unit

518.457.4272, Option 1, Option 3
OGSTravel.Unit@ogs.ny.gov

“How-To” Training Videos
on filing SFS Travel & Expense
Reports are Available on the BSC
Website at: www.bsc.ogs.ny.gov
or on the BSC YouTube channel
at: <http://www.youtube.com/user/NYSBSC>

NEW YORK STATE TRAVEL GUIDELINES for STATE EMPLOYEE TRAVELERS

GENERAL TRAVEL GUIDELINES

1. Travel expenses will be reimbursed for actual, reasonable and necessary expenses incurred by an employee while in travel status on official state business. Reimbursement will be in accordance with established OSC travel guidelines: <http://www.ogs.state.ny.us/agencies/travel/travel.htm>
2. Employees should utilize the New York State Procurement (NYSPro) statewide travel contracts for travel agent services, lodging, rental vehicles, and air travel.
The travel contracts are available at: <http://www.ogs.ny.gov/BU/SS/Trav/default.asp>
3. Employees are in travel status when they are more than 35 miles from both their home and official station.
4. All employees should know their assigned official station.
5. Lunch is not a reimbursable expense.
6. Lodging and car rentals are tax exempt in New York State. Travelers should always have tax exempt certificates with them in case they are needed: ST-129 Tax Exempt Certificate for Lodging, and AC-946 Tax Exempt Form — other expenses/car rentals. These forms are on the BSC website: <https://bsc.ogs.ny.gov/>

TRAVEL APPROVAL - All travel must be approved in advance.

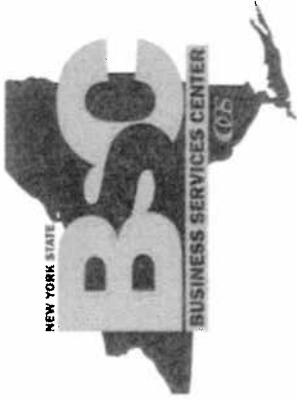
- Routine travel may be approved verbally by the employee’s supervisor.
- Employees must file a SFS Travel Authorization for the following: Out of state travel; Airfare less than 200 miles; Travel to a conference or seminar; Travel expenses \$500 or more; Over max rate for lodging (see GSA per diem rates: <http://www.gsa.gov/portal/content/104877>); and DOB-granted agency-specific waivers (e.g., for frequent or continuous travel status) that differ from OSC travel guidelines.

TRAVEL CARD

- The Visa Travel Card is used only for official State business travel expenses.
- Apply for a Travel Card through the BSC Credit Card Unit, see contact information below.
- Travel cards should be used for all state-related travel purchases (airfare, lodging, rental cars, Amtrak, etc.).
- Do not charge personal expenses or other travelers’ expenses to your travel card.
- Register for the Citidirect card management system at the website below to track charges online.
- Report lost or stolen cards to the Citibank Member Center number below.

Citibank Member Center
1.800.248.4553 • www.cards.citidirect.com
BSC Credit Card Administrator
(518) 457-4272 Opt 1 Opt 5 • CreditCard@ogs.ny.gov





CONTENTS:

- General Guidelines 1
- Travel Approval 1
- Travel Card 1
- Meals & Lodging 2
- Transportation 3
- Miscellaneous 5
- Receipts 5
- SFS Expense Report 6

CONTACT:

Business Services Center
Travel Unit

518.457.4272, Option 1, Option 3
OGSTravel.Unit@ogs.ny.gov

“How-To” Training Videos
on filing SFS Travel & Expense
Reports are Available on the BSC
Website at: www.bsc.ogs.ny.gov,
or on the BSC YouTube channel
at: <http://www.youtube.com/user/NYSBSC>

NEW YORK STATE TRAVEL GUIDELINES for STATE EMPLOYEE TRAVELERS

MEALS AND LODGING EXPENSES

Employees must be in travel status to be eligible for reimbursement of meal and lodging expenses.

Method 1 - No receipts are required

A set per diem allowance for meals, lodging and incidentals, regardless of where lodging was obtained.

- Method 1 Rates:
 - New York City, Nassau, Suffolk, Rockland and Westchester Counties: \$50.00
 - Cities of Albany, Binghamton, Buffalo, Rochester, Syracuse and their metro areas: \$40.00
 - All other locations in NY State: \$35.00
 - Out of State locations: \$50.00

Method 2 - Receipts required

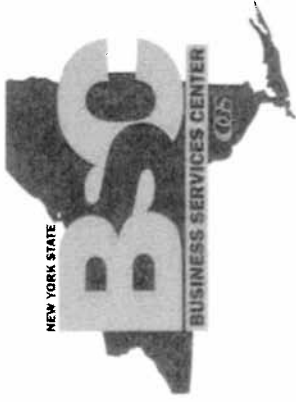
Reimbursement of actual lodging costs up to a specific maximum amount and an allowance for meals based on the location of lodging.

- Lodging receipts are required, meal receipts are not up to \$75.
- Per diem rates are available at the US General Services Administration (GSA) website: <http://www.gsa.gov/portal/content/104877>

Meal Rates without Receipts for Day Trips (all locations)

- Day trip meals are set at a fixed rate and reported as taxable income.
- Breakfast rate is \$5.00. Traveler must depart at least one hour before their normal workday start time to be eligible for a breakfast.
- Dinner rate is \$12.00. Traveler must return at least two hours after the end of their normal workday to be eligible for a dinner.
- Departure/arrival times must be entered on the expense report (details of the meal expense line, comments, or general information) to be eligible for day trip meal reimbursement.





CONTENTS:

General Guidelines 1

Travel Approval 1

Travel Card 1

Meals & Lodging 2

Transportation 3

Miscellaneous 5

Receipts 5

SFS Expense Report 6

CONTACT:

Business Services Center
Travel Unit

518.457.4272, Option 1, Option 3
OGSTravel.Unit@ogs.ny.gov

“How-To” Training Videos
on filing SFS Travel & Expense
Reports are Available on the BSC
Website at: www.bsc.ogs.ny.gov,
or on the BSC YouTube channel
at: <http://www.youtube.com/user/NYSBSC>

NEW YORK STATE TRAVEL GUIDELINES for STATE EMPLOYEE TRAVELERS

TRANSPORTATION EXPENSES

Travel should be by the most economical method possible and in the best interest of the State. When determining the method of travel, consider the distance, travel time, number of travelers and modes of transportation available.

VEHICLE TRAVEL:

State Vehicle

- State vehicles are the first choice when a vehicle is needed.
- State garages or the State-provided fuel card should be used whenever possible.
- State vehicles should only be used for official state business or for reasonable transportation when an employee is in travel status.

Rental Vehicles

- Rental Vehicles should be used when a state vehicle is not available and a rental vehicle is more economical than a personal vehicle.
- Always rent in the name of New York State.
- Rental vehicle should be returned with the same amount of fuel as when it was rented before returning it.
- Indicate all drivers and if crossing state lines, use form AC-946 for tax exemption.
- Do not purchase additional insurance if using the State contracted vendors for rental vehicles.
- Use the state contracted rental agencies and charge to state-issued Travel Card. Contract information and price lists are available at: <http://www.ogs.ny.gov/purchase/snt/awardnotes/7200122273can.htm>
- Consider geographic surcharges when determining which contracted rental agency to use. For example, Enterprise currently charges a \$7.00 daily surcharge at various rental locations in the Albany Metro area while Hertz does not.

Personal Owned Vehicles (POV)

- If opting to use a POV instead of a rental vehicle, reimbursement will be the lesser of the rental rate or Personal Car Mileage rate (PCM). Use the OGS Trip Calculator (a spreadsheet calculation that measures rental costs against PCM rates) to figure which is less expensive. The OGS Trip Calculators are located at: <http://www.ogs.ny.gov/BU/SS/Trav/Calculators.asp>. The OGS Trip Calculator must be attached to expense reports when estimated mileage of the trip is over 100 miles or more.

Parking & Tolls

All reasonable and necessary parking charges will be reimbursed when an employee is in travel status. All appropriate tolls documented on an expense report will be reimbursed.





CONTENTS:

General Guidelines 1

Travel Approval 1

Travel Card 1

Meals & Lodging 2

Transportation 3

Miscellaneous 5

Receipts 5

SFS Expense Report 6

CONTACT:

Business Services Center
Travel Unit

518.457.4272, Option 1, Option 3
OGSTravel.Unit@ogs.ny.gov

“How-To” Training Videos
on filing SFS Travel & Expense
Reports are Available on the BSC
Website at: www.bsc.ogs.ny.gov,
or on the BSC YouTube channel
at: <http://www.youtube.com/user/NYSBSC>

NEW YORK STATE TRAVEL GUIDELINES for STATE EMPLOYEE TRAVELERS

TRANSPORTATION EXPENSES continued

Accidents

- All accidents should be reported to the local law enforcement agency and the employee's supervisor.
- Accidents with a State vehicle should be reported to the OGS Bureau of Risk, Insurance & Fleet Management (BRIFM), per its accident reporting procedures and to the state contracted vehicle maintenance provider, if applicable for the agency. Drivers must also complete the MV-104 Accident Report. BRIFM accident reporting procedures: <http://www.ogs.ny.gov/BU/SS/RIFM/ARP.asp>
- Accidents in a rental vehicle must be immediately reported to Citibank call 1-866-390-9735 or at www.eclaimslines.com, and to the rental agency.

Taxi Fares / Expenses to a Transportation Terminal

Reasonable and necessary taxi fees will be reimbursed, customary tipping will be allowed.

Actual costs will be reimbursed for taxi or other common carriers between an employee's residence and transportation terminal or for personal car mileage. Receipts for taxis are needed if the cost is greater than \$75.

Train Travel

- Train tickets should be charged to the employee's state issued Travel Card.
- Train tickets should be reserved and purchased through the Amtrak website (www.amtrak.com) or through the Amtrak App on a mobile device.
- Advance reservations (7 days or more) are highly recommended to secure lowest available fares and preferred departure times.
- If reservation changes are required after the ticket has been purchased, changes can be made prior to the scheduled departure time through the Amtrak website or the Amtrak app on a mobile device.

Airfare Travel

- When traveling by commercial air, airline tickets must be charged to the employee's state-issued travel card and purchased through a contracted travel agency (<http://www.ogs.ny.gov/purchase/snt/awardnotes/7900520958can.HTM>) from a contracted airline (<http://www.ogs.ny.gov/purchase/snt/awardnotes/7900621991can.HTM>).
- Exceptions to using this contract would only apply in an emergency situation or when the non-contract fare would result in a savings of \$200 or more round trip. Exceptions require the advance approval of the agency finance office. The finance office must report them to the statewide travel coordinator.
- Reasonable baggage transfer and storage charges will be allowed.





CONTENTS:

General Guidelines 1

Travel Approval 1

Travel Card 1

Meals & Lodging 2

Transportation 3

Miscellaneous 5

Receipts 5

SFS Expense Report 6

CONTACT:

Business Services Center
Travel Unit

518.457.4272, Option 1, Option 3

OGSTravelUnit@ogs.ny.gov

“How-To” Training Videos
on filing SFS Travel & Expense
Reports are Available on the BSC
Website at: www.bsc.ogs.ny.gov,
or on the BSC YouTube channel
at: <http://www.youtube.com/user/NYSBSC>

NEW YORK STATE TRAVEL GUIDELINES for STATE EMPLOYEE TRAVELERS

MISCELLANEOUS EXPENSES

Telephone Charges

Only telephone charges for official state business may be reimbursed. Business calls should be indicated on your report.

Personal Expenses

Personal expenses, such as laundry, valet service, movie rentals, maids or entertainment are not reimbursable.

Conferences and Seminars

- Pre-travel authorization is required before attending a conference or seminar.
- All state-sponsored conferences and seminars should be held at facilities that honor federal per diem rates.
- If the lodging rate exceeds the maximum per diem rates, most likely for non-state conferences, prior approval is required from the agency's finance office.
- If the conference registration fee includes meals, meals should not be claimed separately.
- Registration fees can be paid by personal credit card or Travel Card. These charges must be submitted on the SFS expense report.

RECEIPTS

Receipts are Required for:

- Method II lodging • Car rentals • Expenses over \$75 (under \$75, no receipts) • Day trip meals if claiming receipted rate • Gas purchase more than \$75 • Airfare • Amtrak • Long distance bus tickets

No Receipts are Needed for:

- Tolls or parking under \$75, per instance
- Metro cards under \$75, per instance
- Long Island Railroad tickets under \$75, per instance
- Taxis and subways under \$75, per instance
- Meals associated with overnight travel under \$75, per instance (per diem rates apply)
- Day trip meals unless claiming for the receipted method





CONTENTS:

General Guidelines 1

Travel Approval 1

Travel Card 1

Meals & Lodging 2

Transportation 3

Miscellaneous 5

Receipts 5

SFS Expense Report 6

CONTACT:

Business Services Center
Travel Unit

518.457.4272, Option 1, Option 3

OGSTravel.Unit@ogs.ny.gov

“How-To” Training Videos
on filing SFS Travel & Expense
Reports are Available on the BSC
Website at: www.bsc.ogs.ny.gov,
or on the BSC YouTube channel

at: [http://www.youtube.com/user/](http://www.youtube.com/user/NYSBSC)

NYSBSC

NEW YORK STATE TRAVEL GUIDELINES for STATE EMPLOYEE TRAVELERS

FILING A SFS EXPENSE REPORT

- A SFS expense report is required for all travel and expense reimbursement requests.
- Expense reports should be submitted within 10 days of return from a trip.
- Scan and attach all required receipts and documentation to your SFS expense report.
- All required fields in General Information section must be filled in before submitting expense report.

Top 10 Travelers’ Tips for Expense Report Approval

1. Obtain all travel approvals prior to trip; if the trip’s total expenses are \$500 or more include DOB B-1184 number on expense report.
2. Ensure the General Information Box in expense report is completely filled out including start/end times, official station, dates of travel, etc.
3. If claiming day trip meals or overnight extra meals, click on the details link in expense report and fill in the start and end times.
4. When meals are purchased with your travel card, in SFS they need to be specified as “Return to State” before they are brought over from the wallet.
5. Ensure per diem meal claims match the travel dates indicated on hotel bill and expense report.
6. Itemize hotel expenses on expense report if multiple charges other than lodging are included on the receipt.
7. If the traveler does not return the rental vehicle with the same amount of fuel as when they rented it, the cost to refuel the rental vehicle will appear on the rental vehicle bill. In this instance, the fuel charge must be split from the cost of the rental vehicle inside the SFS Expense Report.
8. Wait until all travel card charges and credits pertaining to a specific trip are loaded in your wallet and applied to that trip’s expense report before submitting it for processing.
9. Attach all required receipts, approvals, justifications for upgrades/over the max rate for lodging, waivers, etc to an expense report before submitting it.
10. For any personal car mileage claims over 100 miles per trip, use the Trip Calculator spreadsheets to calculate how many miles to report in SFS in order to report the equivalent expense of renting a vehicle. Be sure to attach the Trip Calculator spreadsheet in SFS. The OGS Trip Calculators are located at: <http://www.ogs.ny.gov/BU/SS/Trav/Calculators.asp>



NEW YORK STATE TRAVEL GUIDELINES for SUPERVISORS APPROVING SFS EXPENSE REPORTS

CONTACT:

BSC Travel Unit
50 Wolf Road, 3rd Floor
Albany, NY 12232
518.457.4272, Option 1, Option 3
OGSTravel.Unit@ogs.ny.gov

RESOURCES:

- GSA Lodging & Meal Rates:
<http://www.gsa.gov/portal/category/21283>
- "How-To" SFS Travel & Expense Training Videos are on the BSC Website at:
www.bsc.ogs.ny.gov or on the BSC YouTube channel at: <http://www.youtube.com/user/NYSBSC>
- Car Rentals on NYS Contract:
<http://www.ogs.ny.gov/purchase/snt/awardnotes/720012273.can.HTM>
- NYS Thruway Toll Rates:
<http://www.thruway.ny.gov/travelers/tolls/calc/index.html>
- OGS Trip Calculator: <http://www.ogs.ny.gov/BU/SS/Trav/Calculators.asp>
- Travel Agents on NYS Contract:
http://www.ogs.ny.gov/purchase/snt/lists/gp_79005.asp
- Travel Card
Citibank Member Center
1.800.248.4553
www.cards.citidirect.com
BSC Credit Card Administrator
(518) 457-4272 Opt 1 Opt 5
CreditCard@ogs.ny.gov

SUPERVISOR'S RESPONSIBILITIES

- Understand the travel guidelines
- Ensure staff is properly trained on travel guidelines
- Ensure that your employee's official work station is correctly listed in SFS — contact your Employee Data Administrator, inside your agency's finance office, if changes are required
- Ensure travel is conducted in the most efficient manner
- Approve requests for staff to be in travel status only when necessary
- If applicable, ensure that your employee submitted a SFS Travel Authorization for the following:
 - All out-of-state travel (B-1184 also required)
 - Conferences/Seminars (over \$500, B-1184 also required)
 - Airfare less than 200 miles
 - Travel expenses \$500 or more. (B-1184 also required)
 - Lodging that exceed maximum allowance rates
 - DOB-granted agency-specific waivers (for frequent or continuous travel status) that differ from OSC travel guidelines.
- Verify that expense reports are within allowed rates, receipts attached and all required justification is attached to the report
- Ensure credit card transactions are for official travel only
- Ensure expense report is submitted timely (best practice is to submit within 10 days of completion of the trip) to account for employee travel expenses and credit card transactions
- Review, "certify" and approve expense reports in a timely manner

CHECKLIST FOR APPROVING AN EXPENSE REPORT IN SFS

- Reports with a warning sign should be reviewed carefully. They may contain inaccuracies or duplicate expense lines from another report.
- Ensure all required fields are correctly entered in the General Information Box in expense reports and travel authorizations, including start/end times, official station, dates of travel, etc.
- Check that all pre-travel approvals are obtained and DOB approval code (B-1184) entered in reports for single trips costing \$500 and over.
- Ensure traveler is in official travel status and eligible for expenses claimed.
- Ensure correct expense types are being used in reports.
- Departure and arrival times must be entered in the details section of the expense line for all day trip meals or extra overnight meals claimed.
- Meals placed on travel cards are listed as "Return to State" in expense reports.
- Ensure all required receipts, justifications, and waivers are attached to the report.
- When personal vehicle is used for single trips 100 miles and more the trip calculator is applied and copy attached to report.
- Expense reports can not be approved until successfully passing budget check. Budget check runs every 2 hours.





CONTACT:

BSC Travel Unit
50 Wolf Road, 3rd Floor
Albany, NY 12232
518.457.4272, Option 1, Option 3
OGSTravel.Unit@ogs.ny.gov

RESOURCES:

- GSA Lodging & Meal Rates:
<http://www.gsa.gov/portal/category/21283>
- “How-To” SFS Travel & Expense Training Videos are on the BSC Website at:
www.bsc.ogs.ny.gov or on the BSC YouTube channel at: <http://www.youtube.com/user/NYSBSC>
- Car Rentals on NYS Contract:
<http://www.ogs.ny.gov/purchase/snt/awardnotes/7200122273can.HTM>
- NYS Thruway Toll Rates:
<http://www.thruway.ny.gov/travelers/tolls/calc/index.html>
- OGS Trip Calculator: <http://www.ogs.ny.gov/BU/SS/Trav/Calculators.asp>
- Travel Agents on NYS Contract:
http://www.ogs.ny.gov/purchase/snt/lists/ep_79005.asp
- Travel Card
Citibank Member Center
1.800.248.4553
www.cards.citidirect.com
BSC Credit Card Administrator
(518) 457-4272 Opt 1 Opt 5
CreditCard@ogs.ny.gov

NEW YORK STATE TRAVEL GUIDELINES for SUPERVISORS APPROVING SFS EXPENSE REPORTS

EXPENSE REPORT REVIEW

General

Ensure the following fields are completed in the Expense Report:

- Business Purpose
- Description
- Official Station
- Default Location (location traveled to)
- Normal Work Hours (not specific to the trip for which the expense report is created)
- Travel Dates
- Departure & arrival times if claiming day trip meals.

Documentation Attached

The following documentation should be attached when applicable:

- Day trip meals if claiming receipted rates
- Meals fore than \$75 per instance
- Lodging receipts (if receipted method)
- Airline/Train/Long distance bus tickets
- Parking receipts more than \$75, per instance
- Taxi/Transit receipts more than \$75, per instance (not necessary if using a state gas card)
- If mileage is over 100 miles for a single trip, use the OGS Trip Calculator (a spreadsheet calculation that measures rental costs against PCM rates): <http://www.ogs.ny.gov/BU/SS/Trav/Calculators.asp> If a rental vehicle is less expensive and a POV is used, reimbursement will only be at the rental vehicle rate. The Trip Calculator must be attached to the SFS Expense Report.

As a supervisor, you are certifying that...

- Travel was reasonable and necessary, matches your employee's itinerary, and the mode of travel was most efficient.
- Mileage claimed is appropriate.
- Times of departure and return are accurate.
- Destination and reason for travel are correct.

REIMBURSEMENT ALLOWANCES

Day trip Reimbursements

(all locations - no receipts necessary)

Receipts are not necessary for day trips when no lodging is incurred during official travel status. Travelers must have left one hour before their normal work start time for breakfast reimbursement, and two hours after their normal work end time for dinner reimbursement. Travelers can be reimbursed up to the breakfast/dinner per diem amount with a receipt, or unreceipted amounts of: Breakfast: \$5:00, Dinner: \$12.00

Method I: Overnight Stay without Receipts

This is a fixed rate for overnight travel that does not require receipts.

- NYC, Nassau, Suffolk, Rockland & Westchester Counties: \$50.00
- Cities of Albany, Binghamton, Buffalo, Rochester, Syracuse and respective metro areas: \$40.00
- All other locations in New York State: \$35.00
- Out-of-state (including tax on lodging): \$50.00

Method II: Receipts Required

Method II is for the reimbursement of actual lodging costs up to a specific per diem rate. Lodging receipts are required, meal receipts are not. Per diem rates vary by location and are available at the U.S. General Services Administration website at: <http://www.gsa.gov/portal/category/21283>

Personal Car Mileage Rates

Current personal car and motorcycle mileage reimbursement rates are found on the GSA website at: <http://www.gsa.gov/portal/category/21283>

Note: Gas and other operating expenses associated with use of a personal vehicle are included in the personal car mileage rates. Do not submit receipts for these expenses or claim them separately.