

**Office of Operations
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*Back to Basics***

Travel Q & A

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TOPICS TO COVER

- ❖ Determining Travel Status and Official Station
- ❖ Travel in Proximity of Home or Official Station
- ❖ Per Diems
 - Method 1
 - Method 2
 - Day Trips
- ❖ Miscellaneous Expenses
- ❖ Transportation
- ❖ Taxable Travel



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DETERMINING TRAVEL STATUS

- ❖ Must be 35 miles away from home AND Official Station
- ❖ Official Station –
 - “Usual work location”
 - In the best interest of the State
 - Cannot be reimbursed for travel between home and official station



TRAVEL IN PROXIMITY OF HOME OR OFFICIAL STATION

- ❖ Reimbursement for transportation allowed for:
 - home to an alternate work location (See “Lesser of” rule)
 - between the official station and an alternate work location (paid actual mileage)
 - between alternate work locations (paid actual mileage)
 - an alternate work location to the employee’s home (See “Lesser of” rule)
- ❖ Lesser of Mileage Rule
 - must be reimbursed using the lesser of
 - mileage between the employee’s home and the alternate work location, or
 - mileage between the employee’s official station and the alternate work location



PER DIEMS

❖ General Rules

- Rates are based on city or county where lodging is obtained
- Per Diems go Dinner – Lodging – Breakfast
- Extra meals
 - Breakfast – 1 hour before normal start time
 - Dinner – 2 hours after normal end time
- If meals are included in a registration fee, traveler is not entitled to meal per diems for the provided meals



PER DIEMS

❖ Overnight Travel – Method 1

- Flat rate for meals, lodging and incidentals
- No receipts required
- Extra meals are \$5 for breakfast and \$12 for dinner (if entitled)

❖ Overnight Travel – Method 2

- Reimbursement of actual lodging costs and an allowance for meals based on federal reimbursement rates
- Receipts for lodging required
- Extra breakfast is 20% of the meal per diem
- Extra dinner is 80% of the meal per diem



PER DIEMS

❖ Day Trips

- Breakfast – 1 hour before normal start time
- Dinner – 2 hours after normal end time
- Without receipts
 - \$5 breakfast
 - \$12 dinner
- With receipts
 - Reimbursed up to the full the meal per diem



MISCELLANEOUS EXPENSES

- ❖ OSC does not require receipts for expenses under \$75
 - Allowable - tolls, bridges, tunnels, reasonable parking, taxis, local bus, subway, telephone, internet, baggage transfer & storage, supplies & materials
 - Not allowable - speeding fines, parking tickets, laundry, valet, entertainment, personal charges



TRANSPORTATION EXPENSES

- ❖ Should be the most efficient and cost effective method of transportation available.
 - Factors to consider:
 - distance being traveled
 - travel time
 - number of travelers
 - number of locations to be visited
 - type of transportation available
 - employee salaries and overtime



TAXABLE TRAVEL

- ❖ Per diem amounts paid in excess of the rates allowed by the federal government which are not supported by receipts
- ❖ Meal allowances paid for non-overnight travel or day trips
- ❖ Mileage reimbursements in excess of the maximum federal rate
- ❖ Reimbursement for expenses incurred at a single location when the job assignment is realistically expected to last in excess of one year



QUESTIONS?



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