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Partners in Excellence

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
- ❖ 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



QUESTION

- ❖ When an employee is traveling within 35 miles of home and official station and on-the-job mileage takes them outside of the 35 miles, are they entitled to the travel status meals?
 - ❖ Since the employee traveled to a location beyond 35 miles between home and official station then they are in travel status and are entitled to travel status meals.



QUESTION

- ❖ When a traveler is in travel status and for business reasons the trip requires a weekend stay. In order to be eligible for the weekend allowance reimbursement, does the trip need the approval of our Finance Office or is management approval sufficient?
 - ❖ Management approval is sufficient in order for an employee to be eligible for weekend allowance reimbursement.



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



QUESTION

- ❖ An employee takes a day trip and returns 2 hours after their end time. Would the per diem rate be based on the travel location or the county in which you end your travel?
 - ❖ The per diem rate is based on the travel location.



QUESTION

- ❖ Please clarify the rules on receipts required for per diem meals, if you are claiming the per diem rate, do you need receipts?
 - ❖ In order to be reimbursed for the receipted per diem rate (Method 2), a receipt is required.
 - ❖ If the T-card was used, the receipts must be provided to account for the T-card charges.



QUESTION

- ❖ If an employee stays at a hotel that is sponsoring a conference, but the lodging cost is over the per diem rate, will they get reimbursed at the maximum lodging per diem rate or the actual hotel cost?
 - ❖ If the employee received prior approval from the agency's Finance Office then the actual hotel cost would be allowable for reimbursement.



QUESTION

- ❖ If a traveler stays with friends or family during a trip can they pay the friend or family for lodging? And if so how much?
 - ❖ No, the employee would be eligible for Method 1 (unreceipted) reimbursement.



MISCELLANEOUS EXPENSES

- ❖ Only actual, reasonable and necessary business-related expenses will be reimbursed, and such expenses must be properly indicated and justified on the expense report.
 - 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



QUESTION

- ❖ If a traveler requests extra leg room on a flight is this extra cost reimbursable?
 - ❖ If there is a physical need for extra leg room and the agency's finance office approves the cost before hand then this cost would be reimbursable.



QUESTION

❖ Is travel insurance an allowable expense?

- ❖ The travel card provides full insurance coverage and should be used for all vehicle rentals that are 31 days or less.
 - ❖ If the T-card is used additional insurance should not be purchased.
- ❖ If the travel card is not used it is recommended the traveler purchase the collision damage waiver. Travelers should check with their agency's travel coordinator or finance office for the reimbursement policy on this expense.
- ❖ The NYS Contract for purchasing airfare includes cancellation insurance.
- ❖ Insurance for personal property would not be reimbursable.



QUESTION

- ❖ Is the rental of a GPS when renting a car an allowable expense?
 - ❖ Yes, as long as it's an approved business expense.



QUESTION

- ❖ Can an employee be reimbursed for paying a friend or family member that helped him move (ex. packing boxes, loading truck etc.)?
 - ❖ No. However, an employee can be reimbursed if they hire a moving a service to help them move.



QUESTION

- ❖ When relocating, is an employee entitled to mileage when renting a U-Haul truck?
 - ❖ If an employee is renting a vehicle they are entitled to be reimbursed for the vehicle rental.
 - ❖ If an employee is driving their personal vehicle they are entitled to be reimbursed at the moving mileage rate (\$0.23/mile).
 - ❖ DOB G-200 & G-205



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



QUESTION

- ❖ Is a receipt from a travel agency acceptable if the traveler does not have airline ticket receipt?
 - ❖ OSC requires a ticket stub if purchase price is printed on the stub; receipt and ticket stub if purchase price is not printed on the stub.



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



QUESTION

- ❖ When requesting data for an audit, what forms of documentation are acceptable? If the agency has gone paperless, are electronic approvals in SFS acceptable?
 - ❖ Yes, electronic approvals in SFS are acceptable.



QUESTION

- ❖ In the old SFS system, if an accounting code needed to be changed, agencies were able to change it. Does this functionality exist in the new SFS system?
 - ❖ This function still exists. On the expense report page, the drop down menu (top right) says Quick Start, and there are certain options available. Enter an expense date and type and click in any other field. The Default Accounting for Report option is in the Actions dropdown, and works the same as before.



Create Expense Report

Save for Later | [Icon]

Quick Start **Populate From**

*Business Purpose [Dropdown]

Default Location [Text]

*Report Description [Text]

Travel Dates

From [Text]

Reference [Text]

Attachments [Icon]

Normal Work Hours

From(HH:MI) [Text]

DOB Approval Code [Text] Out of State

Work Location [Text] Official Station Saratoga Springs, NY

Obligation Date [Text]

Totals (0 Lines) 0.00 USD

Expenses

Expand All | Collapse All Add: [Icon] My Wallet (19) | [Icon] Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Current
[Text]	[Dropdown]	[Text]	[Dropdown]	0.00	USD

Expand All | Collapse All Non-Reimbursable Expenses 0.00 USD Totals (0 Lines) 0.00 USD

Create Expense Report

Save for Later | [Icon]

Actions **Choose an Action**

*Business Purpose [Dropdown]

Default Location [Text]

*Report Description [Text]

Travel Dates

From [Text]

Reference [Text]

Attachments [Icon]

Normal Work Hours

From(HH:MI) [Text]

DOB Approval Code [Text] Out of State

Work Location [Text] Official Station Saratoga Springs, NY

Obligation Date [Text]

Totals (1 Line) 0.00 USD

Expenses

Expand All | Collapse All Add: [Icon] My Wallet (19) | [Icon] Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Current
12/01/2015	Fuel for Travel	[Text]	[Dropdown]	0.00	USD
*Billing Type In State Bill		[Icon] Receipt Split	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate 1.00000000	[Icon]
		<input type="checkbox"/> Non-Reimbursable	Reimbursement Amt 0.00	USD	
		<input type="checkbox"/> No Receipt			
		<input type="checkbox"/> Return to State			



QUESTION

- ❖ How can you check the payment status of an expense report in the SFS?
 - ❖ Navigate to: Main Menu > Employee Self-Service > Travel and Expenses > Review Payments

The screenshot displays the 'Employee Expense Payment' interface. At the top, there is a tab labeled 'Employee Expense Payment' and a heading 'Employee Payment History'. Below this is a section titled 'Payment Information' which contains the following details:

- Payment Date: 03/06/2013
- Payment Amount: 98.00 USD
- aid
- Payment Reference: 0501984

Below the payment information is a section titled 'Payee Address' and a table of 'Payments'.

Type	ID	Description	Status	Created	Amount Currency
Expense Report	0000161945	MFCU 101.5 TRAINING	Paid	02/27/2013	98.00 USD

At the bottom of the interface, there is a link 'Return to Travel and Expense Center' and four buttons: 'Save', 'Return to Search', 'Previous in List', and 'Next in List'.



QUESTION

- ❖ If a traveler is using Method One, and a dinner is provided at the conference/meeting they are attending, how much is deducted from the Method one rate? Is deducting \$12 sufficient when dinner is provided?
 - ❖ It would be reasonable to deduct \$12.



QUESTION

- ❖ What is the consequence for travelers who do not submit their travel vouchers within 30 days of their last day of travel?
 - ❖ Although our expectation is 30 days, OSC will pay any legitimate travel expenses that are submitted.



QUESTION

- ❖ What's the estimated processing time for a travel voucher to go from Supervisor Approval to Paid?
 - ❖ OSC has a 2 day turnaround for making a pay/no pay decision on expense reports.



QUESTION

- ❖ What is the procedure for reconciling deceased employees travel charges (i.e., T-card charges)? Are there any alternatives to the AC132-S form (i.e. death certificate, AC-934, etc.) in this case?
 - ❖ GFO Chapter 13, Section 11.



QUESTION

- ❖ What are the circumstances in which a NET card can be used?
 - ❖ This card should be used for non-employees when the State is paying travel expenses.



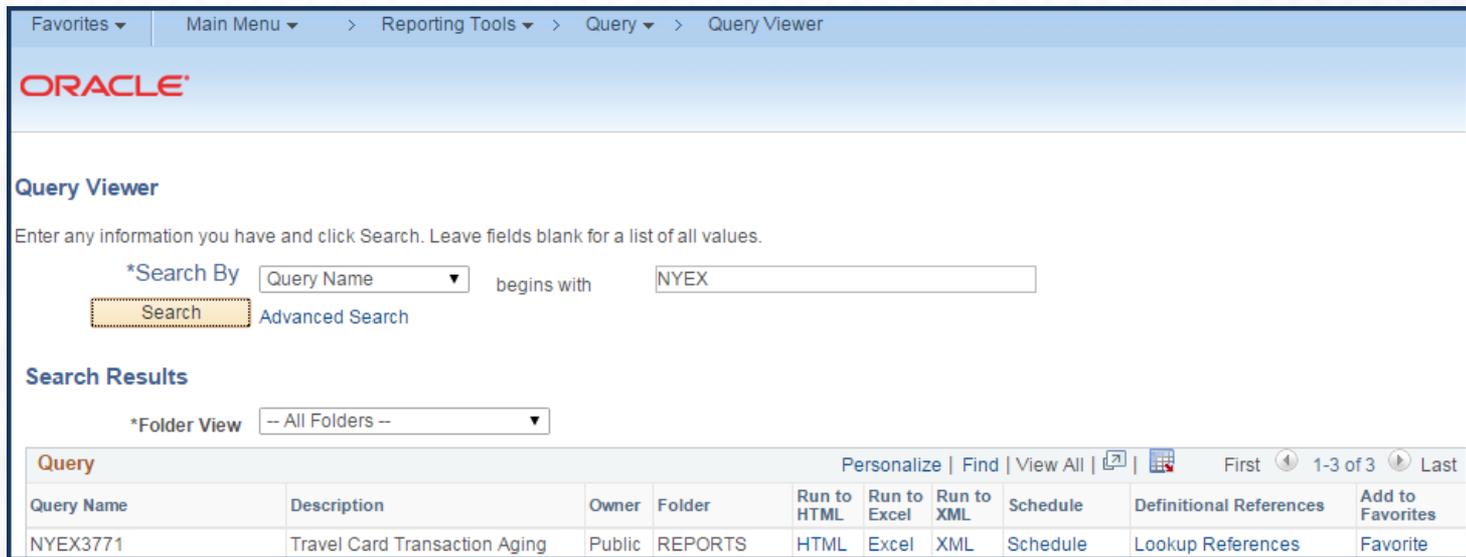
QUESTION

- ❖ Will the NYS Travel Manual be updated to reflect guidance on the use of a trip calculator to determine whether a personal vehicle or rental vehicle is more economical?
 - ❖ The trip calculator is available on the OGS website. OSC does not intend to issue guidance on its use at this time.



QUESTION

- ❖ Will facilities have rights to run our own T-card Aging reports, as we did in the old SFS?
 - ❖ Yes, agencies can run the NYEX3771 Query in SFS by navigating to: Main Menu > Reporting Tools > Query > Query Viewer



The screenshot shows the Oracle Query Viewer interface. The breadcrumb navigation is: Favorites > Main Menu > Reporting Tools > Query > Query Viewer. The Oracle logo is at the top. Below it, the title "Query Viewer" is displayed. A message says: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a search form with "*Search By" set to "Query Name" and "begins with" set to "NYEX". A "Search" button is highlighted. Below the search form, there is a "Search Results" section with a "*Folder View" dropdown set to "-- All Folders --". At the bottom, there is a table with columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, Definitional References, and Add to Favorites. The table contains one row for query NYEX3771.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
NYEX3771	Travel Card Transaction Aging	Public	REPORTS	HTML	Excel	XML	Schedule	Lookup References	Favorite



QUESTION

- ❖ Within an expense report, where can I find the SFS supervisor?
- ❖ The supervisor is listed in the workflow diagram on the summary page or in the employee profile.

The screenshot displays the Oracle Expense Reports summary page. It includes a summary of expenses, a certification checkbox, and an approval history section. The approval history section features a workflow diagram and a table of actions.

Action	Role	Name	Date/Time
Submitted	Employee		09/28/2015 2:55:59PM
Approved	HR Supervisor		09/28/2015 3:12:40PM



QUESTION

- ❖ Often times, when we go to the “Save & Submit” page, the total is incorrect. Is there a way to do a summary first?
 - ❖ The totals update upon saving. Saves happen when the user clicks the Submit Expense Report button.
 - ❖ If the totals are updating incorrectly, agencies should contact SFS and SFS will walk through the report with them and provide assistance.



QUESTION

- ❖ When reimbursing a traveler for gas, instead of personal car mileage, what commodity/UNSPSC code should be used when coding the travel voucher for payment?



AGENCY DISCUSSION

- ❖ How do other agencies feel about Direct/Albany/Child Travel's services?
- ❖ How do agencies track their travelers in order to be certain they do in fact submit their paperwork within 30 days?
- ❖ Are there other things you would like agency input on?



QUESTIONS?



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