

Travel Q&A

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Harvesting Knowledge

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Division of Contracts & Expenditures

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Bernie McHugh, Director, Bureau of State Expenditures



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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
- Supervisory Review
- BSC Training



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

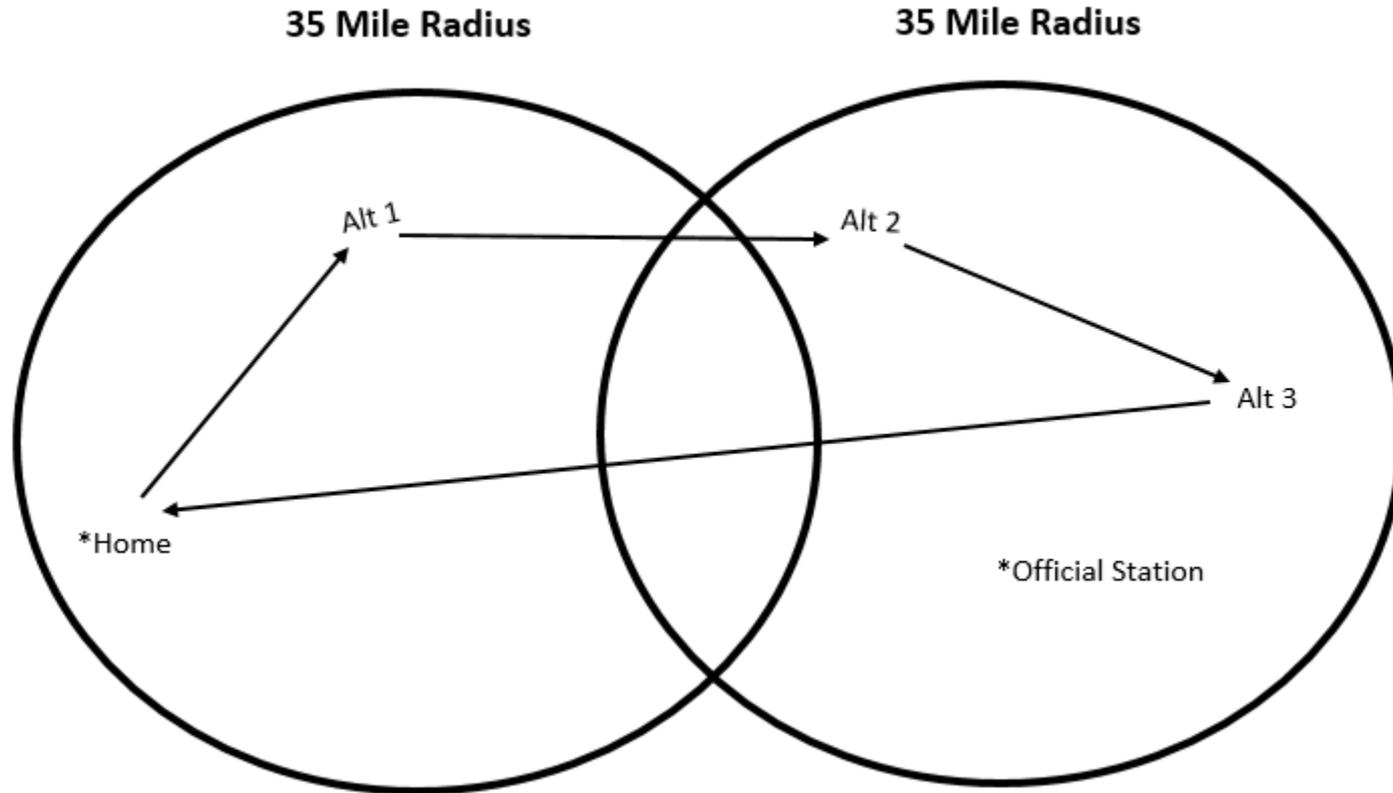


Travel in Proximity of Home or Official Station

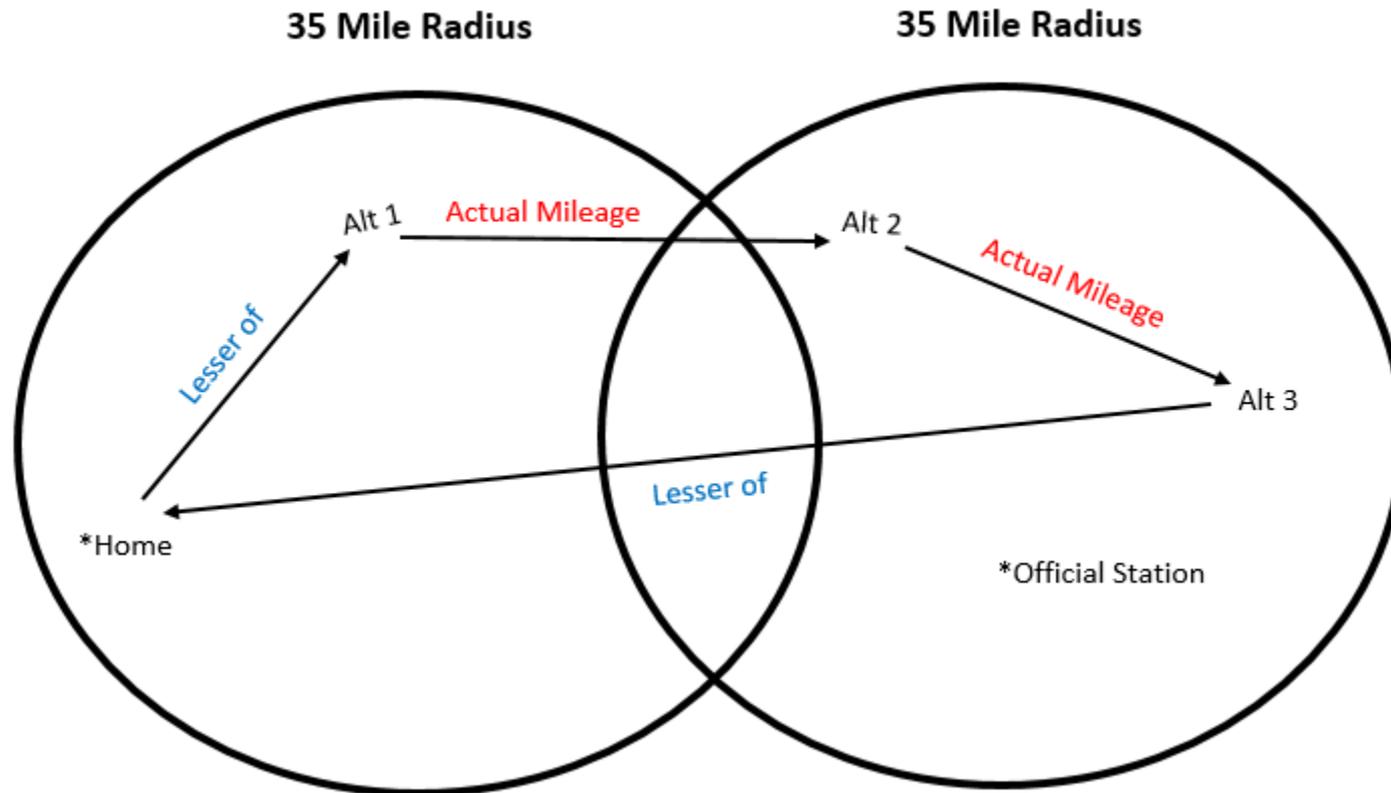
- Reimbursement for transportation allowed for:
 - Home to an alternate work location (See “Lesser of” rule)
 - Between the official station and an alternate work location (paid actual mileage)
 - Between alternate work locations (paid actual mileage)
 - An alternate work location to the employee’s home (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



Proximity Mileage – “Lesser of Mileage Rule” Scenario



Proximity Mileage – “Lesser of Mileage Rule” Scenario



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
- Based on month



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 per diem
 - Extra dinner is 80% of the 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 meal per diem



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
 - Reasonable and customary tips for valet parking and taxi fees
 - Not allowable – speeding fines, parking tickets, laundry, 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



Transportation Expenses

- Mileage rates
 - Use of personal vehicle \$.54
 - Use of personal vehicle when a Pool State vehicle is available \$.19
 - Use of personal motorcycle \$.51
- E-ZPass/Plate Pass
 - Plate Pass acceptable for Metro Area
 - Refer to the original Expense Report when reconciling plate pass charge
- Amtrak
 - No open ended tickets
 - Ticket should be altered prior to the departure of the original train
 - Variety of methods to modify ticket



Taxable Travel

- Per diem amounts paid in excess of the rates allowed by the federal government
- 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



Miscellaneous Items

- Facility charges/occupancy tax
- Record retention – changing to 6 years
- Banned travel – Mississippi and North Carolina
- Mandatory Fields
 - Distance traveled between places
 - Business purpose
 - Departure and arrival date
 - Destination
 - Dates and items of each incurred expense



Question

- When should the OGS Trip Calculator be used?
 - The OGS Trip Calculator can be used to determine the most efficient, cost effective method of travel and when PCM is claimed in lieu of renting.
 - When used, it should be included with the employees expense report.



Question

- Why are receipts required if employees charge meals on the Travel Card while in travel status?
 - Receipts provide additional information for the audit of expense reports to verify the legitimacy of the travel event.



Question

- Is Airbnb acceptable lodging?
 - Yes, Airbnb is acceptable lodging and would be considered Method 2 (receipted).



Question

- Can an employee use the Travel Card to purchase snacks, coffee, or vending machine items while in overnight travel status?
 - Yes, an employee can use their Travel Card to purchase items such as snacks and coffee while in overnight travel status.



Question

- Are boarding passes still required if a paid receipt is provided?
 - The passenger's portion of the airline ticket or an e-ticket must be submitted with the expense report. Boarding passes are not acceptable.
 - A ticket stub is required if purchase price is printed on the stub; receipt and ticket stub is required if purchase price is not printed on the stub.



Question

- If a traveler paid for a meal plan with conference registration, are they entitled to additional meal reimbursement?
 - No, when meals and/or lodging are provided as a part of a conference or event, additional reimbursement is not permitted.



BSC Training

- For agencies hosted by the BSC, the BSC provides a monthly training that covers Travel policy and procedures.

<https://bsc.ogs.ny.gov/training-events>

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BSC Training Events

[Travel Live SFS EE1, 9.2 \(2 hour WebEx\)](#)
October 27, 2016 1:00 pm - 3:00 pm
Target Audience: Travelers
Training Format: Webinar

[Travel 101 - Rules and Regulations \(2 hour WebEx\)](#)
November 2, 2016 10:00 am - 12:00 pm
Target Audience: Travelers
Training Format: Webinar



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Questions?



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