

Appendix 4:
HTFC Travel Reimbursement Procedures

Traveler's Quick Reference

Travel Unit: (518) 486-5185

General Guidelines

- ✓ All vendors must minimize travel costs by ensuring that vendor employees only incur travel costs that are "reasonable" and necessary" to complete the related contract.
- ✓ All vendors must monitor travel costs by ensuring that all vendor employees use the most "cost effective" and "efficient" method of travel (i.e. public transportation, train, car rental, and air).
- ✓ Vendors or contractors will not be reimbursed for travel costs that are not deemed to be "reasonable" and "necessary" to the completion of the related contract.
- ✓ All vendors must report the official work station for all out-of-state employees who are approved by HTFC to travel for the related contract.
- ✓ Out-of-state vendor employees are considered to be in travel status when they are more than 35 miles from both their home and their official work station. Local vendor employees are in travel status when they are more than 35 miles from their official work station. Travel will not be paid for local vendor employees to report to their official work station.
- ✓ Travel expenses will be reimbursed for actual, reasonable and necessary expenses incurred by a vendor employee while in travel status on official state business. Reimbursement will be in accordance with established guidelines.
- ✓ Lunch is not a reimbursable expense.

Approval of Travel

- ✓ All travel must be approved in advance by HTFC.
- ✓ Travel Authorization is required for:
 - Out of state travel
 - Out of state air travel
 - Airfare less than 200 miles
 - Travel expenses \$500 or more
 - Over max rate for lodging
 - HTFC specific waivers from OSC and established guidelines
- ✓ Travel costs (i.e. lodging, transportation, taxi, etc.) that exceed the maximum state rates require pre-approval from the HTFC Finance Office plus a written justification signed by an authorized representative of HTFC.
- ✓ Supporting documentation, as outlined in the HTFC travel policy and the NYS Office of Comptroller travel policy, is required for all travel related costs.
 - Receipts are mandatory for hotels, trains, car rentals, air flights, and travel related expenses that exceed \$75.
 - Hotel receipts are mandatory for per diem reimbursements for overnight travel.
 - Receipts are mandatory for excess baggage fees.

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

Day Travel Status

Un-receipted Meal Rates (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 in details of meal expense line on reports.

Overnight Travel Status - The two methods for Overnight Travel Reimbursement include: Method I—Un-receipted Travel and Method II – Receipted Travel. Both methods cannot be used on the same travel request form. A traveler must choose to use either Method I or Method II, but not both.

1. Method I – Un-receipted

- ✓ A set per diem allowance for meals, lodging and incidentals, regardless of where lodging was obtained.
- ✓ No receipts are required.
- ✓ **Method I Rates:** New York City, Nassau, Suffolk, Rockland and Westchester Counties: \$50.00; Cities of Albany, Binghamton, Buffalo, Rochester, Syracuse and their metro are-as: \$40.00; All other locations in NY State: \$35.00; Out of State locations: \$50.00

2. Method II - Receipted

- ✓ Reimbursement of actual lodging costs up to a specific maximum amount, based on the area of lodging, and an allowance for meals.
- ✓ Lodging receipts are required, meal receipts are not.
- ✓ Rates are available at the GSA website: <http://www.gsa.gov/portal/category/100120>

Transportation Expenses

All travel must be by the most economical method possible. When determining the method of travel, consider the distance, travel time, number of travelers and modes of transportation available.

Airfare

- ✓ All airline tickets should be purchased using the most economical method.
- ✓ Airline tickets should be purchased on a round-trip basis as opposed to two one way tickets.
- ✓ Airline tickets must be coach or economy class.
- ✓ Vendors or contractors will not be reimbursed for multiple air trips during a month.
- ✓ Reasonable baggage transfer and storage charges will be allowed. (An airline receipt must accompany all baggage reimbursement requests.)

Train

- ✓ Train tickets can be purchased at any Amtrak terminal.
- ✓ Ticket stubs are required for reimbursement.
- ✓ Tickets can also be purchased online at www.Amtrak.com

Rental Vehicles

- ✓ Rental Vehicles should be used when public transportation is not available and is limited to economy or standard sized rentals.
- ✓ A copy of the car rental agreement is required for reimbursement.

Personal Owned Vehicles (POV)

- ✓ If opting to use a POV when a common carrier is available, reimbursement will be the lesser of the common carrier rate or Personal Car Mile-age rate (PCM).
- ✓ Trip calculator should be used when PCM is claimed in lieu of renting. If a rental vehicle is less expensive and POV is used, reimbursement will only be at the rental vehicle rate.

Expenses to a Transportation Terminal

- ✓ Reasonable and necessary costs will be reimbursed for taxi or other common carriers between an employee's residence and transportation terminal.

Taxi Fares

- ✓ Reasonable and necessary taxi fees will be reimbursed, customary tipping will be allowed (not to exceed 15%).

Tolls

- ✓ All tolls documented on an expense report will be reimbursed.

Parking

- ✓ All reasonable and necessary parking charges will be reimbursed when an out-of-state vendor employee is in travel status. Parking is not reimbursed for local vendor employees who are reporting to the vendor employee's official work station.

Miscellaneous Expenses

- ✓ **Telephone Charges** - Only telephone charges for official state business may be reimbursed. Business calls should be indicated on your report. Please attach a copy of the telephone bill and circle business related calls with the related cost(s).
- ✓ **Personal Expenses** - Personal expenses, such as laundry, valet service, movie rentals, maids or entertainment are not reimbursable.
- ✓ **Office Supplies** – Office supplies are not reimbursable as travel related expenses.

TRAVELER CERTIFICATION AND APPROVAL

EXCEPTIONS: (Please list exceptions and attach a copy of the APPROVED written justification. All exceptions must be pre-approved by HTFC.)

COMMENTS:

CERTIFICATION:

I certify that the information contained in this report is true and accurate. I have attached all required information and documentation.

Traveler Name/Title

Date

APPROVAL

I certify that I have reviewed this travel information. It is true and accurate and all required documentation is attached.

Supervisor/Title

Date

Authorized Company Representative/Title

Date

Primary Destination* (1)	County (2,3)	2013												& Inc. Exp. 23			
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep				
Standard Rate	Applies for all locations without specified rates	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	46
Albany	Albany	104	104	104	104	104	104	104	104	104	104	104	104	104	104	104	61
Binghamton / Oswego	Broome and Tioga	92	92	92	92	92	92	92	92	92	92	92	92	92	92	92	46
Buffalo	Erie	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	56
Floral Park / Garden City / Great Neck	Nassau	142	142	142	142	142	142	142	142	142	142	142	142	142	142	142	66
Glens Falls	Warren	94	94	94	94	94	94	94	94	94	94	94	94	94	94	94	66
Ithaca / Waterloo / Romulus	Tompkins and Seneca	118	118	118	118	118	118	118	118	118	118	118	118	118	118	118	46
Kingston	Ulster	105	105	105	105	105	105	105	105	105	105	105	105	105	105	105	66
Lake Placid	Essex	108	108	126	126	99	99	99	99	99	99	99	99	151	151	108	61
Manhattan (includes the boroughs of Manhattan, Brooklyn, the Bronx, Queens and Staten Island)	Bronx, Kings, New York, Queens, Richmond	295	295	295	204	204	204	241	241	241	241	241	216	216	295	295	71
Niagara Falls	Niagara	77	77	77	77	77	77	77	77	77	77	103	103	103	77	77	51
Niack / Palisades	Rockland	105	105	105	105	105	105	105	105	105	105	105	105	105	105	105	61
Poughkeepsie	Dutchess	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	66
Riverhead / Ronkonkoma / Melville	Suffolk	112	112	112	112	112	112	112	112	112	112	127	127	127	112	112	71
Rochester	Monroe	96	96	96	96	96	96	96	96	96	96	96	96	96	96	96	51
Saratoga Springs / Schenectady	Saratoga and Schenectady	104	104	104	104	104	104	104	104	104	104	148	148	148	104	104	56
Syracuse / Oswego	Onondaga and Oswego	94	94	94	94	94	94	94	94	94	94	94	94	94	94	94	56
Tarrytown / White Plains / New Rochelle	Westchester	136	136	136	136	136	136	136	136	136	136	136	136	136	136	136	71
Troy	Rensselaer	96	96	96	96	96	96	96	96	96	96	96	96	96	96	96	51
Watertown	Jefferson	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	56
West Point	Orange	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	51

*NOTE: Traveler rates shown are based on the number of nights stayed and are the maximum rates.

Enterprise Rent-A-Car & National Car Rental Rates
Rentals above Standard require pre-approval

Vehicle Type	Long Term Rentals Daily Charge					
	Daily	Weekly	30 days	31-90 days	91-160 days	161+ days
<u>Sedans</u>						
Compact	30.09	150.43	601.74	20.06	19.06	18.45
Standard / Intermediate	31.71	158.53	634.12	21.14	20.08	19.45
Full Size**	34.41	172.04	688.16	22.94	21.79	21.1
<u>Passenger Vans</u>						
Mini-Van**	49.59	247.94	991.76	33.06	31.4	30.41
12 Passenger Van**	95.13	475.64	1902.56	63.42	60.24	58.34
<u>SUV's</u>						
Sm. SUV (5 Passenger)**	50.6	253	1012	33.73	32.05	31.04
Lg. SUV (7-8 Passenger)**	79.95	399.74	1598.96	53.3	50.63	49.03
<u>Specialty</u>						
Luxury/Premium**	55.66	278.3	1113.2	37.11	35.25	34.13
Jeep**	65.78	328.9	1315.6	43.85	41.66	40.35
Convertible**	65.78	328.9	1315.6	43.85	41.66	40.35
<u>Green Vehicles</u>						
Hybrid**	45.54	227.7	910.8	30.36	28.84	27.93
Alternative Fuel**	45.54	227.7	910.8	30.36	28.84	27.93
<u>Pick-Ups / Cargo</u>						
Small Pick-Up**	45.54	227.7	910.8	30.36	28.84	27.93
Large Pick-Up**	49.59	247.94	991.76	33.06	31.4	30.41
Cargo Van**	39.47	197.34	789.36	26.31	25	24.21

Rates based on 24 hour clock

****Note:**

Use of these vehicles require written justification and pre-approval by HTFC Office of Financial Administration prior to rental.