



Office of
General Services

Business
Services Center

Information Announcement

AMTRAK Rates and Rules Update

September 6, 2016

The New York State Office of Statewide Travel recently released information on two important changes related to travel on Amtrak.

The New York State Office of General Services has negotiated a standard fare with Amtrak whereby the one-way fare between the Albany/Rensselaer or Hudson stations and New York City's Penn Station is not to exceed \$64 for all New York State government employees travelling on state business (with the exception of trains 48 and 49 – The Lakeshore Limited). Travelers may purchase Amtrak tickets at this rate using one of the following two methods:

- At an Amtrak station using an official NYS ID
- From the authorized state travel agency; a processing fee may apply

Effective September 6, 2016, there will be a train number and passenger name listed on every Amtrak ticket issued. Open ended State rate tickets will no longer be generated. NYS Government employees can no longer simply change trains without updating their ticket.

Open ended tickets generated prior to September 6, 2016, will be accepted on Empire Service trains until the expiration date that is listed on the ticket.

Please share this information with your employees that travel via Amtrak.

You may view the full detail of this announcement, including instructions on how to update or change a ticket, on the NYS Office of General Services (OGS) website located at <http://ogs.ny.gov/BU/SS/Trav/Amtrak.asp>.

If you have any questions regarding these new Amtrak regulations, please contact the BSC Travel Team at OGSTravel.Unit@ogs.ny.gov or (518) 457-4272.