



Office of General Services
Business Services Center

Information Announcement

Non-Employee Travel (NET) Guidelines

June 21, 2017

In an effort to streamline the NET process, the Business Services Center (BSC) has updated the guidance for handling NET transactions. The new NET guidelines are available on the [Travel & Expense](#) section of the BSC website.

The new guidelines give instructions for non-employees that are working directly with an agency versus non-employees that are working with a contracted vendor. The new guidelines also provide links to all of the necessary forms needed when completing a request for a NET reimbursement.

If you have any questions about this guidance please contact the BSC Travel & Expense Unit at (518) 457-4272.



Non-Employee Travel (NET) Guidelines

Non-NYS employees who provide services to and/or travel on behalf of New York State agencies may be entitled to the reimbursement of travel related expenses as allowed by the terms and conditions of agreements entered into with State agencies. This includes non-employees that work directly with an agency and those who work for a vendor who has a contract or purchase order agreement with a State agency. In many cases the NET reimbursement process follows the guidelines in the NYS Office of the State Comptroller’s (OSC) Travel Manual for State employees traveling on State business.

For all invoices submitted to the Business Services Center (BSC) that include non-employee travel expenses, the BSC Accounts Payable Unit will review the non-travel portion of the invoice to ensure they are in compliance with contract terms and conditions. The travel reimbursement request section will be forwarded to the BSC Travel & Expense Unit for review. Invoices in an agency’s FileNet Agency Review Queue will be audited by the BSC for compliance with travel guidelines and do not require additional travel auditing by the agencies. Any concerns regarding missing documentation or other issues will be sent to the agency by the BSC Travel & Expense Unit. This information can then be used by the agency for resolution with the vendor.

Agencies or travelers with questions or concerns should contact the BSC Accounts Payable Unit at APInquires@ogs.ny.gov with Non-Employee Travel referenced in the subject line or call (518) 457-4272.

Non-Employee Travel Guidelines		
	Process for Individual Working Directly with an Agency	Process for Individual Working Through a Vendor Contract or Purchase Order
Payment	Directly paid to the individual for services and travel expenses.	Directly paid to the vendor through which the individual is employed.
Requirements	<p>Non-employees complete the appropriate forms for the reimbursement they are seeking and submit them along with their supporting receipts directly to the agency.</p> <ul style="list-style-type: none"> Forms can be found on the Office of the State Comptroller’s (OSC) website, linked below. The most commonly used form is the Claim for Travel Reimbursement by a Non-Employee (AC3257-S). <p>Note: Non-employees may be entitled to certain expenses depending on the agreement between the non-employee and the agency receiving their services.</p> <p>Common examples of Non-Employee Travel expenses are listed on page 3 of this document.</p>	<p>Contract or purchase order must specify that travel expenses are reimbursed.</p> <p>The vendor’s request for payment must include documentation that supports the travel expenses for each individual requesting reimbursement, including receipts.</p> <ul style="list-style-type: none"> This includes travel associated with New York State agency-specific contracts where the terms and conditions for reimbursement and allowable expenses are detailed in the contract. If a contract allows for anything other than expenses allowed under the policies and guidelines in OSC’s Travel Manual, the contract language specific to travel reimbursements should be supplied to the BSC by the agency as part of its approval to pay the first invoice. The BSC will retain contract language for future invoices.

Non-Employee Travel Guidelines (cont.)

	Process for Individual Working Directly with an Agency	Process for Individual Working Through a Vendor Contract or Purchase Order
Reimbursement	<p>Once a reimbursement request is approved by the agency.</p> <ul style="list-style-type: none"> The agency completes a BSC Invoice Submission Form. The completed BSC Invoice Submission Form, supporting receipts and contractual language that provides for the reimbursement terms are submitted to the BSC Accounts Payable Unit by email to AccountsPayable@ogs.ny.gov. <p>Note: Agencies are required to submit the contract language documentation once. Subsequent reimbursement requests need to reference the contract.</p>	<p>When requesting reimbursement of travel expenses, the non-employee should complete and submit the Claim for Travel Reimbursement by a Non-Employee (AC3257-S) form to the vendor.</p> <p>The vendor should submit the AC-2357-S with the invoice and all supporting travel expense documents directly to BSC Accounts Payable.</p> <p>Email to: AccountsPayable@ogs.ny.gov</p> <p>Mail to:</p> <p style="padding-left: 20px;"><Insert Name of Agency> Unit ID: xxxxxxx c/o NYS OGS BSC Accounts Payable Building 5, 5th Floor 1220 Washington Ave Albany, NY 12226-1900</p>

Important Reminders for Agencies Submitting Non-Employee Expenses

In the event there is no formal agreement prescribing the terms and conditions for travel expense reimbursement, the BSC will audit expenses in accordance with the [OSC Travel Manual](#).

- Non-employee travelers are not exempt from NYS sales tax.
- Non-employee travelers are not entitled to the state rate when lodging, although they can ask.
- Non-employee travelers are not eligible to use the NYS Enterprise or Hertz contract.
- Non-employee travelers will be reimbursed for coach tickets but not Business Class tickets.
- The NET Card can be used for airline purchases only if made by the travel liaison or agency designee. In this instance, the contracted travel agent and city pairs contracted rates may be used.

Where you can find forms

Form	Website address
BSC Invoice Submission Form for Agencies	https://bsc.ogs.ny.gov/sites/default/files/BSC_invoice_submission_for_agencies_0_0.pdf
Claim for Travel Reimbursement by a Non-Employee	http://www.osc.state.ny.us/agencies/forms/ac3257s_fe.pdf
Other State Agency and Travel Forms	http://www.osc.state.ny.us/agencies/forms/

Examples of Common Non-Employee Travel Expenses

The following list is illustrative of the types of expenses allowable for non-employees but is not an exhaustive list of travel expenses

Meals

Day trips	<p>Lunch is not reimbursable, breakfast and dinner are only reimbursable if the agreement provides for it. The agreement should be attached with the invoice. If breakfast and dinner are reimbursable based on the hours worked, documentation must be attached to the invoice reflecting the total hours worked. Please refer to the OSC Travel Manual for additional information pertaining to meal reimbursements.</p> <ul style="list-style-type: none"> • Receipted- Reimbursement to the receipted value, but not to exceed the reimbursement rates in the OSC Guide to Financial Operations Chapter XIII Section 4.D. • Unreceipted –If provided for in the non-employee agreement reimbursement will be in accordance with the rates set forth in the OSC Travel Manual (\$5 for breakfast and \$12 for dinner).
Overnight	<ul style="list-style-type: none"> • Reimbursement will be up to the maximum meal per diem for the area according to the GSA per diem rate.
Lodging	
Receipted Method	<ul style="list-style-type: none"> • A receipt is required and rate should be within the GSA per diem rate (excluding taxes). • For lodging exceeding the GSA rate three quotes are required to show reasonableness of price. • If no quotes are provided, agency finance office approval for rates above the GSA rate is required.
Unreceipted Method	<ul style="list-style-type: none"> • The agreement language showing the non-employee is entitled to an unreceipted per diem should be attached. For approved unreceipted per diems, the BSC will follow the rate schedule outlined on the GSA website.
Transportation	<ul style="list-style-type: none"> • Reasonable transportation costs will be reimbursed as outlined in the OSC Travel Manual.