



INFORMATION ANNOUNCEMENT

Andrew M. Cuomo
Governor

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Commissioner

Overnight Per Diem Rates Update

New York State reimburses employees for overnight lodging and meals based on an allowance established by the General Service Administration (GSA) for domestic travel within the continental United States (CONUS) and by the Department of State for foreign travel outside the continental United States (OCONUS). By adhering to these allowances, reimbursements for meals and lodging are not taxable to the employee.

Domestic Rates

The GSA rates for the period October 1, 2014 through September 30, 2015 can be found on the GSA website at <http://www.gsa.gov/portal/category/100120>. Rates for prior periods can also be found at this site by selecting the federal fiscal year the travel occurred during and the destination traveled to. If there is a change in CONUS rates during the year SFS will be updated to reflect the new rates.

You may also refer to the Travel Reimbursement Allowances (2014-15) document on the BSC's travel webpage for current rates at <http://bsc.ogs.ny.gov/content/travel-expense> under Travel and Expense Forms & Publications.

Foreign Rate

Changes to the OCONUS rates take effect on the first day of the month and may occur during any month throughout the year. Since rates for travel to locations outside the continental United States are updated frequently and New York State business travel to these locations is infrequent, the maximum allowances will only be updated yearly in SFS. It is the business unit's responsibility to develop controls that provide reasonable assurance that employees traveling outside the United States use the correct per diem rate for the location and dates of their travel.

The OCONUS rates are updated on the first of each month and can be found on the U.S. Department of State's website at http://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&CountryCode=0000.

Please contact the BSC Travel and Expense unit with any questions or concerns regarding this announcement at OGSTravel.Unit@ogs.ny.gov or (518) 457-4272, Option 1.

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For more information visit the BSC website or contact the BSC today!

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