



**Office of
General Services**

Business Services Center Travel and Expense

Traveler 101 Rules and Regulations

May 15, 2015

This presentation will provide:

- An overview of NYS Travel Guidelines
- Appropriate uses for the Citibank State Travel Card
- References, Links, and Resources

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Governing Policy

All travel and expense transactions are processed by the Business Services Center (BSC) in accordance with all rules and regulations applicable to Executive Department agencies including:

- Office of the State Comptroller (OSC) travel reimbursement rules and regulations and OSC Travel Manual: <http://osc.state.ny.us/agencies/travel/travel.htm>
- Office of General Services (OGS) statewide travel contracts and trip calculator: <http://ogs.ny.gov/BU/SS/Trav/default.asp>
- Statewide Financial System (SFS): <http://www.sfs.ny.gov/>
- Division of the Budget (DOB) B-1184 policies and procedures: http://www.budget.ny.gov/guide/bprm/bulletins/b-1184_reissue.html
- New York Codes, Rules and Regulations
 - a) Title 2, Part 8 Traveling Expenses
- OSC Guide to Financial Operations (GFO); Employee Travel Expense Reimbursement: <http://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XIII/4/4.htm>
- State Finance Law
 - a) Article 7, Section 109 Proofs Required Upon Audit by the Comptroller
- Penal Law
 - a) Title K, Article 175, Section 175.35 Fraudulent Claims – Offering a false instrument for filing is a Class “E” Felony



Traveler Responsibilities

All employees that travel are responsible to:

- Know travel guidelines and policies
- Obtain necessary supervisor approvals prior to travel
- Know their official station and its effects on travel (including tax liabilities)
- Submit expense report in SFS within 30 days of travel
- When a proxy submits an expense report on their behalf, follow the instructions detailed in the OSC GFO, section XIII.2:
<http://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content>, or refer to the OSC Travel Advisory issued 10/10/2014: http://www.osc.state.ny.us/agencies/travel_advisories/travel_advisory1.htm
- GFO section XIII.2 also mandates that times of trip must be entered in the Comments field in the expense report header; for multiple trips put start time on day one and end time on last day of travel in the Comments field
- Notify their supervisor when an expense report has been submitted for approval



Traveler Responsibilities

- Secure the most economical method of travel, in the best interest of the State
- Maintain an accurate record of expenses, including departure and return times and mileage
- Claim only actual, reasonable and necessary expenses
- Attach required documentation to expense reports
- Do not share or use a State issued Travel Card with other travelers or for other travelers' expenses
- Never use your State Travel Card for personal business
- Know the current Travel Card billing zip code: **12232***
- For Travel Card issues, contact the BSC Credit Card Team at (518) 457-4272 or Citibank at (800) 248-4553

*Travel card zip code will be updated in June of 2015

Proxy Submitted Expense Reports

- Expense reports submitted into SFS by a proxy must have a completed and traveler signed AC-132S attached to the expense report
- Refer to Travel Advisory 1, released by OSC on October 10, 2014:
http://www.osc.state.ny.us/agencies/travel_advisories/travel_advisory1.htm



Supervisor Responsibilities

Supervisors approving employee travel are responsible to:

- Know traveler responsibilities and agency specific policies
- Know staffs' official station and effect on travel reimbursement (including taxable liabilities)
- Grant prior approval when travel is necessary
- Review and approve expense reports in a complete and timely manner
- Ensure all required documentation is attached
- Verify travel expenses are actual, reasonable, and necessary



Agency Responsibilities

Agency staff submitting expense reports to the BSC are responsible to:

- Verify appropriate funds are being used
- Secure B1184 approvals and verify they are properly referenced on expense reports
- Approve expense reports timely and ensure travelers reconcile credit card charges within 30 days
- Ensure travel card charges are accounted for prior to traveler leaving your agency, or State service

BSC Responsibilities

The Business Services Center is responsible to:

- Audit expense reports in accordance with established guidelines (OSC, DOB & GOER)
- Provide updates and guidance to agencies, travelers and supervisors
- Issue Travel cards to employees upon agency request
- Follow up on Travel card charges not reconciled within 30 days
- Report suspected Fraud to OSC and the NYS Office of the Inspector General



Required Approvals

B-1184 Approval is Required for:

- All out-of-state travel, regardless of cost (B-1184 Attachment A)
- In-state travel expenses of \$500 or more (B-1184 Attachment B)

Agency Finance Office Approval is Required for:

- Lodging exceeding the maximum rate
- Agency-specific waivers varying from OSC and established guidelines (e.g., trip calculator, specific project exemptions)
- Airfare not acquired through the OGS Travel Agent Services contract (in order to obtain non-contracted flights, the trip must result in, at a minimum, a cost savings of \$200 per round trip)

Statewide Contracted Travel Agent

Child Travel New York, Inc. was recently awarded the Statewide Travel Management Services contract. Child Travel New York, Inc. is a full service business travel agency that provides travel agent assistance for all aspects of official state travel. If a traveler requires the services of a travel agency, effective immediately, they should contact Child Travel New York, Inc. to arrange for those services.

Contact Information for Child Travel New York, Inc.:

Reservations: 518-292-9000 or 800-774-0655

E-mail: CTTravel@dt.com

After Hours Emergency Assistance: (800) 774-0655, Option 8

For more information on the contract, including FAQs, please visit the OGS website page located at: http://www.ogs.ny.gov/purchase/snt/awardnotes/7900522536ContractorInfo_TMS.pdf



Statewide Passenger Vehicle Rental Contract

When travelers require the use of a rental vehicle for travel, they are to use the State contract with Enterprise-Rent-A-Car, Hertz or National Car Rental agencies. For more information please visit the OGS Office of Statewide Travel website located at

<http://ogs.ny.gov/BU/SS/Trav/default.asp>.

Also, travelers must provide the proper account codes to the contract vendors at the time of reservation. The account codes guarantee that travelers are getting the State discounts and rates for their rental, and not overcharged. These codes are:

- Enterprise Rent-A-Car and National Car Rental – **XZ24A19**
- Hertz – **65909**



Statewide Passenger Vehicle Rental Contract (continued)

Both Hertz and Enterprise have NYS reservation booking tool links that can be found on the OGS website located at <http://www.ogs.ny.gov/purchase/snt/awardnotes/7200122273ContractorInfo.pdf>

Benefits of booking on line:

- Available 24/7 from your home or office
- Easy to navigate website customized for NYS
- Ensure the accuracy of the rates and terms of the NYS Contract
- No waiting on hold or having to call back because of busy office personnel
- Immediate confirmation to print and take with you to the rental location
- Ability to modify/cancel reservations as needed

The vehicle rental Frequently Asked Questions (FAQ's) are available at: <http://www.ogs.ny.gov/purchase/snt/awardnotes/7200122273FAQ.pdf>. For more information on rental vehicles, please see Slide 30.



Documentation/Receipts Required

| Expense Type | Documentation Required (Regardless of Cost) |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Charge on the State Travel Card | Receipt |
| Transportation by Common Carrier (e.g. train, bus, airplane) | Ticket stub if purchase price is printed on the stub; receipt and ticket stub if purchase price is not printed on the stub |
| Taxi | Receipt |
| Rental Car | Receipt showing return time |
| Tolls – EZ Pass | EZ pass statement with applicable charges indicated |
| Tolls – Cash | Receipt |
| MTA Metro Card Purchases (Subway passes) | Receipt |
| Gas Purchases Claimed on Expense Report | Receipt |



Documentation/Receipts Required (Continued)

| Expense Type | Documentation Required (Regardless of Cost) |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All meals charged to State travel card | Receipt |
| Day Trip Meals when Claiming Higher Per diem Allowance | Receipt |
| Hotels | Receipt |
| Miscellaneous and incidental expenses | Receipt |
| Conferences and Seminars | Conference and/or Seminar brochure or agenda |
| Agency specific exemptions varying from established guidelines (e.g., trip calculator) | Finance Officer approval |
| Non-contracted airfare with cost savings at a minimum of \$200 or more per round trip | Submit an Air Travel Service Contract Exemption form and forward to the statewide travel coordinator at travelcoordinator@ogs.ny.gov |



Determining Travel Status

- **Less than 35 miles:** When your worksite is less than 35 miles from either your home or your official workstation, you are not considered to be in Travel Status, but rather in the proximity of your official workstation.
- **35 miles or greater:** When your worksite is 35 miles or more from both your home and your official workstation, you are considered to be in Travel Status.



Proximity Mileage

- Mileage between an employee's home and their official workstation is commuting and never reimbursable
- When traveling in the proximity of home or official station, an employee using a personal vehicle is, as outlined below, entitled to reimbursement of transportation expenses associated with travel:
 - From home to an alternate work location
 - Between the official station and an alternate work location
 - Between alternate work locations
 - From an alternate work location to the employee's home
- An employee should retain any receipts for travel such as tolls



Proximity Mileage – “Lesser of Mileage Rule”

Proximity mileage is calculated using the “Lesser of Mileage Rule”

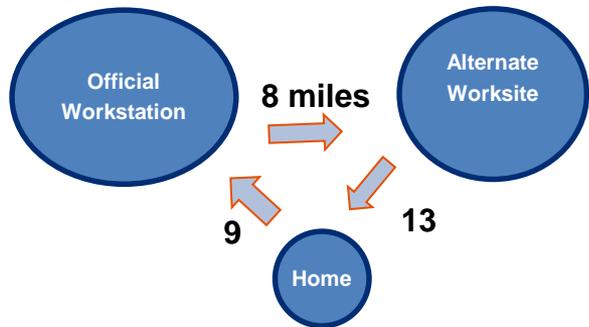
- When travel is from an employee’s home to an alternate work location, or from an alternate work location to home, at a minimum, transportation expenses must be reimbursed using the lesser of:
 - Mileage between the employee’s home and the alternate work location, or
 - Mileage between the employee’s official workstation and the alternate work location



Proximity Mileage – “Lesser of Mileage Rule” Scenarios

Scenario 1: If an employee is traveling from home to their official workstation, and then from their official workstation to an alternate work location, and then from the alternate work location to home:

- The traveler is not reimbursed for the commuting miles (9 miles) to report to official workstation
- The traveler will be reimbursed for the 8 miles incurred between their official workstation and the alternate worksite
- The traveler will be reimbursed for 8 miles for travel incurred between alternate worksite to home (even though alternate worksite to home is 13 miles, the traveler is only allowed to claim 8 miles, the “lesser of mileage rule”)

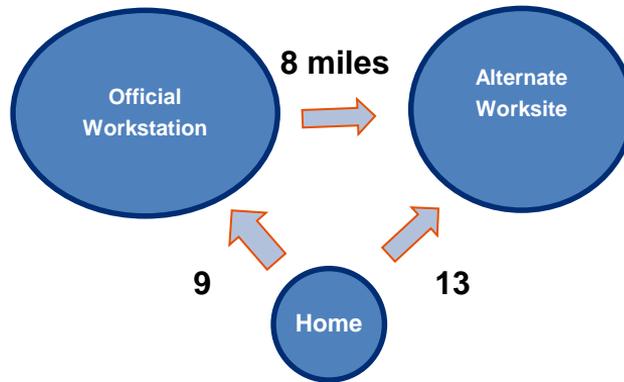


Reminder: Meals and lodging are not reimbursable while in Proximity. A traveler must be 35 miles or more from home and their official workstation.

Proximity Mileage – “Lesser of Mileage Rule” Scenarios

Scenario 2: If an employee is reporting directly to an alternate worksite from their home and then returning home at the end of the day (not traveling to official their workstation):

- The traveler is reimbursed for 8 miles each way, which is the lesser of the travel from home to alternate worksite and official workstation to alternate worksite.



Travel Status

When a traveler is on a work assignment that is 35 miles or more from both their home and their official workstation, they are considered to be in travel status. When in this status:

- Traveler is eligible for reimbursement of travel expenses (such as meals and lodging) in accordance with established guidelines
- Transportation expenses, including all mileage incurred will be reimbursed as described in detail beginning on slide 27
- Traveler should retain all receipts for travel



Meal Eligibility Requirements

To be eligible for reimbursement of meal expenses, a traveler:

- Must be in official travel status (35 miles or more from both home and official station)
- Must meet the following time eligibility requirements:
 - Breakfast – on the day of departure, the traveler is eligible for reimbursement when the departure time is at least one hour or more prior to their normal work starting time
 - Dinner – on the day of return, the traveler is eligible for reimbursement when they return two hours or more after their normal work end time



Day Trips – Meal Allowances

To be eligible for reimbursement of meal expenses for a day trip, a traveler must meet time eligibility requirements and be in official travel status:

- **Method I – No Receipts (for all locations)**
 - \$5.00 for breakfast and \$12.00 for dinner
- **Method II – With Receipts**
 - Receipts are required
 - Reimbursement *up to* the per diem rate for the area of travel. The meal allowance breakdown can be found on OSC's website located at <http://www.osc.state.ny.us/agencies/travel/meals.htm>

Note: All non-overnight meals are taxable



Overnight Travel – Method I (No Receipts)

- Lodging with family or friends when in travel status, no receipt required
- Method I is a flat rate which covers meals, lodging, and incidentals
- Per-diem is based on the area of lodging and negotiating unit agreements

Location

Per Diem

New York City and Nassau, Suffolk, Rockland and Westchester Counties

\$50.00

Cities of Albany, Binghamton, Buffalo, Rochester, Syracuse and their respective surrounding metropolitan areas

\$40.00

All other locations in New York State

\$35.00

Out of State

\$50.00



Overnight Travel – Method II (With Receipts)

- New York State follows rates set by the Federal government. To view these rates, please visit the U.S. General Services Administration (GSA) webpage located at <http://www.gsa.gov/portal/content/104877>
- Lodging
 - Receipts are required
Note: When lodging is paid by third party, or direct billing, lodging receipt or portfolio is required
 - Actual expenses are reimbursable up to the specified maximum amount for the area of lodging (in or near the county of work assignment)
- Meals
 - All meals associated with overnight travel will be reimbursed at the per diem rate
 - Reimbursement is based on the area of lodging
 - Receipts are required for all meals charged to the NYS Travel card
 - Incidentals and tips for bellman, porters, etc. are included in meal allowances



Transportation Expenses – Common Carrier

Travelers should use the most efficient and cost effective method of transportation available

- Several Factors should be considered such as:
 - distance being traveled
 - travel time
 - number of travelers
 - number of locations to be visited

- Often the most effective method of transportation is using a common carrier listed below. When traveling by train or commercial air, coach accommodations are to be purchased. Airfare should be scheduled using the NYS Travel Services Contract <http://www.ogs.ny.gov/bu/ss/trav/>
 - Train
 - Bus
 - Taxi
 - Airplane



Transportation Expenses - Common Carrier

When common carrier is not available, the following should be considered:

- State Vehicle
- Rental Vehicle
- Personally Owned Vehicle (POV)

For more information, please refer to the Transportation Section in the OSC Manual (page 8) found at <http://www.osc.state.ny.us/agencies/travel/manual.pdf>



Transportation – State Vehicle

If available, a State vehicle should always be considered first when the use of an automobile is required

- Gasoline and other necessary expenses for business purposes will be reimbursed
- Emergency expenses, if justified, will be reimbursed
- Additional questions regarding the use of a State vehicle should be addressed to your agency



Transportation – Rental Vehicle

In most situations, when a State Vehicle is not available, a rental vehicle is the most economical

- The OGS Statewide contract should be utilized (Enterprise/National or Hertz)
- State Travel card should be utilized when renting
- Personal EZ pass may be used, but traveler is responsible for any charges from rental company if tolls do not register
- Personal EZ pass cannot be funded with the State issued Travel card
- Avoid purchasing the Plate Pass (an automated toll payment) when renting from Hertz; service fees are incurred with using the Plate Pass
- Rent Compact or Standard vehicles unless the situation mandates a larger vehicle (e.g., additional passengers, large equipment)
- Damage waiver insurance and road side assistance are included in the contracted price, and should be declined



Transportation – Personal Owned Vehicle (POV)

A personal owned vehicle (POV) may be used when a State vehicle or rental vehicle is not available or is not cost effective

- Mileage reimbursement rates are determined by the IRS (\$.575 for 2015)
- Charges for gas, oil, accessories, repairs, depreciation, etc. will not be allowed. These are operational costs and covered in the mileage allowance
- Travelers using their POV, traveling over 100 miles per day, will be required to complete and attach a GOER Trip Calculator to all expense reports



Transportation – Rental Car vs. POV

When a vehicle is required for travel and no State vehicles are available, travelers are to determine the most economical method of transportation; a rental or personally owned vehicle

- The trip calculator is a tool travelers are to use when determining which method to use
- If a traveler opts to use their POV when a rental would have been more economical, reimbursement will be the lesser of costs; either the cost of a rental vehicle or actual personal car mileage (PCM). The Trip Calculator tool provides allowable mileage to be claimed when using this approach.



Transportation – Rental Car vs. POV

Determining the most economical method of transportation:

- The trip calculator determines the lesser cost between renting a vehicle and personal car mileage and can be found on the OGS website at <http://www.ogs.ny.gov/BU/SS/Trav/Calculators.asp>
- Travelers are to claim the actual rental costs or the lesser amount resulting from the completed trip calculator (example in next slide)
- Trip calculator is required when traveling over 100 miles per day

When completing the trip calculator:

- Rental vehicle selection should be compact or standard (unless circumstance require a larger vehicle, not typical)
- Enter the actual number of days of travel for the trip into the formula
- Miles claimed roundtrip to rental agency should be entered for the rental agency location closest to home/residence or official station



Example – Trip Calculator

(Actual Trip Calculator can be found at <http://www.ogs.ny.gov/BU/SS/Trav/Calculators.asp>)

Actual number of days traveling

Number of miles traveled in total trip.

Click on drop down arrow. Choose location.

Select compact

Click drop down arrow. Choose daily, weekly, or monthly.

| Input Variables | |
|-----------------------------------------|---------------------|
| Total Miles to be Traveled | 101 |
| Location where the rental was made | All Other Locations |
| Size of Vehicle | Compact |
| Daily, Weekly or Monthly rental | Daily |
| Total Days, Weeks or Months in Rental | 1 |
| # of Miles to Rental Agency (roundtrip) | 10 |
| Cost of Gasoline per Gallon | \$3.59 |
| Car Rental Price | \$30.84 |
| Mileage Reimbursement Rate | \$0.575 |
| Rental Car Gas Mileage (MPG) | 30 |

Roundtrip mileage for rental agency closest to home/residence or official station

Adjust gas amount to current market price per gallon.

Current year mileage rate. Click drop down arrow for previous year rates.

| Calculated Results | |
|-------------------------------------------|----------|
| <i>Lowest cost highlighted in yellow.</i> | |
| Own Car Cost | \$ 58.08 |
| Rental Car Cost | \$ 48.68 |
| Rental | \$ 30.84 |
| Refueling | 12.09 |
| Mileage to rental agency | 5.75 |
| | \$ 48.68 |

| # Miles to Claim on Expense Report to equal the cost of a rental: | |
|-------------------------------------------------------------------|----|
| Departure: | 42 |
| Return Trip: | 42 |



Example – Trip Calculator (Continued)

Shows “Calculated Results” of which option would be most economical, POV or Rental.

| Input Variables | |
|-----------------------------------------|---------------------|
| Total Miles to be Traveled | 101 |
| Location where the rental was made | All Other Locations |
| Size of Vehicle | Compact |
| Daily, Weekly or Monthly rental | Daily |
| Total Days, Weeks or Months in Rental | 1 |
| # of Miles to Rental Agency (roundtrip) | 10 |
| Cost of Gasoline per Gallon | \$3.59 |
| Car Rental Price | \$30.84 |
| Mileage Reimbursement Rate | \$0.575 |
| Rental Car Gas Mileage (MPG) | 30 |

| Calculated Results | |
|-------------------------------------------|----------|
| <i>Lowest cost highlighted in yellow.</i> | |
| Own Car Cost | \$ 58.08 |
| Rental Car Cost | \$ 48.68 |
| Rental | \$ 30.84 |
| Refueling | 12.09 |
| Mileage to rental agency | 5.75 |
| | \$ 48.68 |

“Calculated Results” show, with this entry, rental vehicle would be the most economical.

The total amount of miles claimed times the mileage rate will give the approximate Rental Car Cost.
 $84 \times .575 = \$48.30$

| # Miles to Claim on Expense Report to equal the cost of a rental: | |
|-------------------------------------------------------------------|----|
| Departure: | 42 |
| Return Trip: | 42 |

Per “Calculated Results”, shows number of miles eligible to claim on Expense Report.



Citibank Visa Travel Card

The NYS Travel card should be used to pay only appropriate travel expenses incurred while traveling on official State business

- All travelers should have their own card
- The travel card should never be used for personal expenses
- Must use for airfare purchases
- Suggested to be used for vehicle rentals
- After travel, submit expense report within 30 days to reconcile travel card transactions
- Should use for all business-related travel expenses
- Report lost or stolen cards to (800) 248-4553



Citibank Visa State Travel Card – How to Apply

The Citibank State Travel Card is obtained through the Business Services Center Credit Card Team, via your Agency's Finance Office. To apply for a card, follow the instructions below:

- To obtain an application for a Travel Card, go to:
http://bsc.ogs.ny.gov/sites/default/files/NTTTravelCardApplication_0.pdf
- Traveler completes and signs the “Employee Information” section on the application then forwards it to their supervisor
- If a travel proxy is needed, the proxy will need to fill out Section II with the Proxy name, e-mail address, and employee ID number. The Proxy will need to sign the form before the Supervisor
- Supervisor completes and signs the “Supervisor Information” section then forwards application to their Agency Finance Office liaison
- Agency liaison completes the application and forwards to the BSC for processing
- Citibank will send the travel card to the BSC Credit Card Team; BSC will enter the travel card information into SFS and send the card to the traveler's address indicated on the application



Citibank Visa Travel Card – Benefits for Use of State Travel Card

Benefits of using the Travel card include:

- Charges are billed directly to the State
- Reduces out of pocket expenses for travelers
- By using a travel card, provides discounts through State contracts
- The State earns rebates from Citibank for prompt payments
- The program provides business travel accident insurance when charged to the card
- Know the Travel Card current billing zip code: **12232**



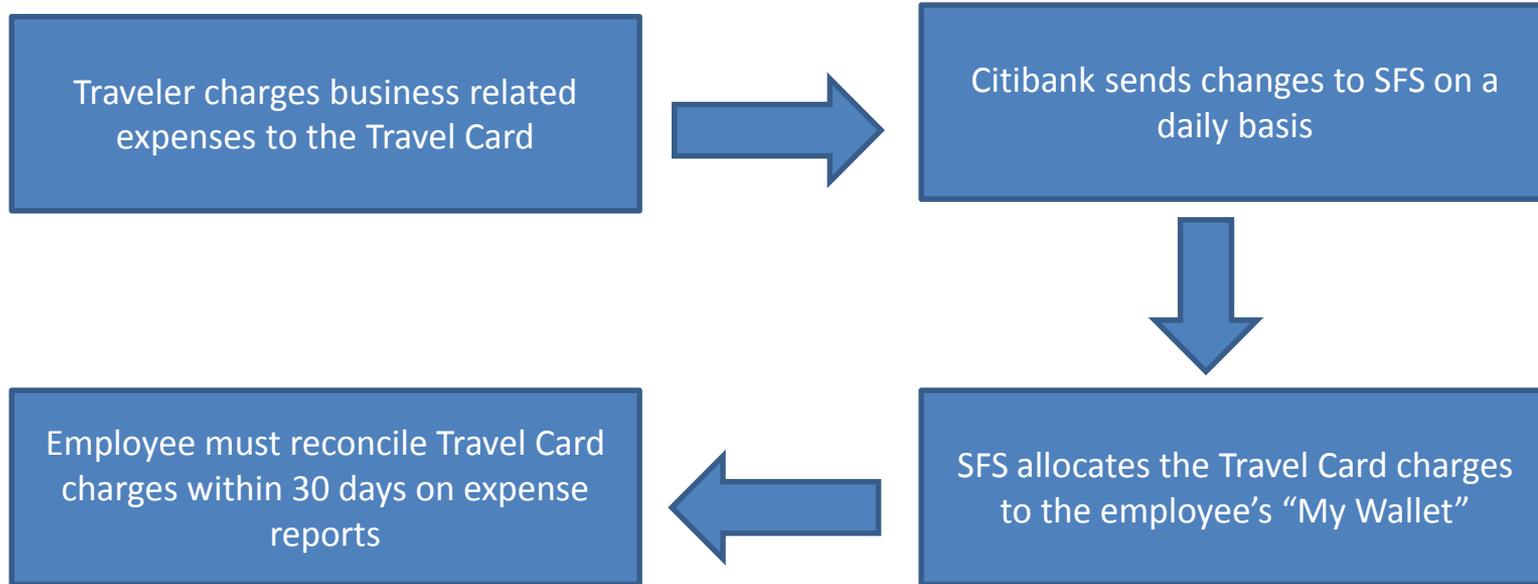
Citibank Visa Travel Card – Traveler Responsibilities

When an employee receives a Travel Card, they should:

- Register travel card online with Citibank (recommended) at: <https://home.cards.citidirect.com/CommercialCard/Cards.html?classic=2>
- Use the card in accordance with rules and regulations; monitor statements and report fraudulent charges to Citibank
- Account for travel card charges within 30 days by completing an SFS Expense Report
- Surrender travel card upon separation from current agency or retirement



Citibank Visa Travel Card – How it Works



References

- Office of the State Comptroller Travel Manual
<http://osc.state.ny.us/agencies/travel/travel.htm>
Note: OSC is in the process of updating their FAQ's and will include information regarding required receipts when receipts are unattainable, misplaced or illegible.
- Office of the State Comptroller – Guide to Financial Operations (GFO)
<http://www.osc.state.ny.us/agencies/guide/MyWebHelp/>
- Office of General Services, GOER Trip Calculator
<http://www.ogs.ny.gov/BU/SS/Trav/Calculators.asp>
- Office of General Services Travel Contracts
<http://www.ogs.ny.gov/bu/ss/trav/>
- Citibank Visa Corporate Card Registration
<https://home.cards.citidirect.com/CommercialCard/Cards.html?classic=2>



Need Help?

- Visit the BSC Website located at <http://bsc.ogs.ny.gov/>
- You can reach the BSC Travel and Expense Unit by e-mail at OGSTravel.Unit@ogs.ny.gov or by phone at (518) 457-4272

