



Office of General Services  
**Business Services Center**

# Information Series



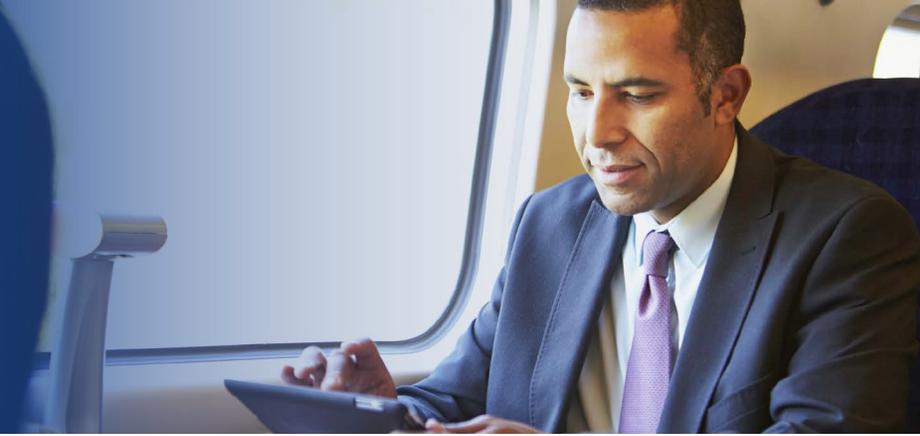
# Travel & Expense 101

## For Travelers

Begin

# Welcome

The BSC Information Series *Travel & Expense 101 for Travelers* covers everything you need to know to successfully manage your travel in accordance with New York State's travel rules and regulations. This interactive guide allows you to jump to various travel topics and also provides direct links to important travel sites.



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# Travel & Expense 101

## For Travelers

### Traveler Responsibilities

All employees that travel are responsible for:

- Knowing travel guidelines and policies.
- Obtaining necessary supervisor approvals prior to travel.
- Knowing their official station and its effects on travel (including tax liabilities).
- Submitting expense reports in SFS within 30 days of travel.
- When a proxy submits an expense report on their behalf, follow the instructions detailed in the OSC Guide to Financial Operations (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](http://www.osc.state.ny.us/agencies/travel_advisories/travel_advisory1.htm) .
- GFO section XIII.2 also mandates that for any extra meal being claimed, times of the trip must be entered in the “Expense Times fields” in the header of the expense report. For multiple meals being claimed, the time should be entered into the “Times Fields” on each expense line, or in the “Description” field on the same expense line.
- Notifying their supervisor when an expense report has been submitted for approval.
- Securing the most economical method of travel, in the best interest of the state.
- Maintaining an accurate record of expenses, including departure and return times and mileage.
- Claiming only actual, reasonable, and necessary expenses business related expenses.
- Attaching 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.
- Knowing the current Travel Card billing zip code: **12226**.
- For Travel Card issues, contact the BSC Credit Card Team at (518) 457-4272 or Citibank at (800) 248-4553.

### 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](http://www.osc.state.ny.us/agencies/travel_advisories/travel_advisory1.htm)

### Supervisor Responsibilities

Supervisors approving employee travel are responsible for:

- Knowing traveler responsibilities and agency specific policies.
- Knowing staffs’ official station and effect on travel reimbursement (including taxable liabilities).
- Granting prior approval when travel is necessary.
- Reviewing and approving expense reports in a complete and timely manner.
- Ensuring all required documentation is attached.
- Verifying travel expenses are actual, reasonable, and necessary.
- Ensuring travelers reconcile credit card charges within 30 days of travel.

### Agencies Responsibilities

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

- Verifying appropriate funds are being used.
- Securing B1184 approvals and verify they are properly referenced on expense reports.
- Approving expense reports timely and ensure travelers reconcile credit card charges within 30 days.
- Ensuring travel card charges are accounted for prior to traveler leaving your agency, or state service.

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### BSC Responsibilities

The Business Services Center is responsible for:

- Auditing expense reports in accordance with established guidelines (OSC, DOB & GOER).
- Providing updates and guidance to agencies, travelers and supervisors.
- Issuing travel cards to employees upon agency request.
- Following up on Travel card charges not reconciled within 30 days.
- Reporting suspected fraud to OSC and the NYS Office of the Inspector General.

### Top 10 Tips for Expense Report Approval

1. Obtain all travel approvals prior to trip; if the total expenses for the trip are \$500 or more, include DOB B-1184 number on expense report.
2. Ensure the mandatory fields in the General Information Box in expense report are filled in including start/end times of trip, normal work hours, dates of travel, etc.
3. If claiming day trip meals or overnight extra meals, click on the details link in expense report and fill in the start and end times.
4. When purchasing meals with your travel card, change the expense type in My Wallet to “Return to State” before bringing the transaction into the expense report.
5. Overnight meal per diem claims must match the overnight dates on the lodging receipt.
6. If multiple charges other than lodging are included on the receipt, expenses must be itemized on expense report.
7. It usually costs less if the traveler refuels the rental vehicle before returning it. If the vehicle is refueled by the rental agency, the fuel charges must be split from the rental charge in your expense report.

8. Before submitting an expense report, wait until all travel card charges and credits pertaining to a specific trip are in My Wallet.
9. Attach all required receipts, approvals, justifications for upgrades/over the max rate for lodging, waivers, etc. to an expense report before submitting it. Provide an explanation for anything unusual.
10. For any personal car mileage claims over 100 miles per trip, complete the OGS Trip Calculator found at: <http://www.ogs.ny.gov/BU/SS/Trav/Calculators.asp>. When a rental is less costly, the trip calculator adjusts the mileage to equal the lower cost of the vehicle rental. In your SFS expense report, enter the reduced mileage as “mileage-automobile” expense, or enter the rental cost dollar amount as “mileage-alternate rate” expense. The completed OGS Trip Calculator must be attached to your expense report in SFS.

### 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 GSA 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).

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### Statewide Contracted Travel Agent

Child Travel New York, Inc./Direct Travel was 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, 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

Email: [CTTravel@dt.com](mailto: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](http://www.ogs.ny.gov/purchase/snt/awardnotes/7900522536ContractorInfo_TMS.pdf).

### Statewide Passenger Vehicle Rental Contract

When a traveler is required to use a rental vehicle for traveling on state business, the most economical method of travel should be used. In most cases, a traveler should select a compact or standard vehicle and 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  
Pin #WSC (if prompted)
- Hertz – 65909

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 online:

- 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 page 9.

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### 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 – E-ZPass	E-ZPass statement with applicable charges indicated when using personal account
Tolls – Cash	Receipt
MTA Metro Card Purchases (subway passes)	Receipt
Gas Purchases Claimed on Expense Report	Receipt
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; Proof of payment for registration fees
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: <a href="mailto:travelcoordinator@ogs.ny.gov">travelcoordinator@ogs.ny.gov</a>
Parking	Receipt

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### 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”

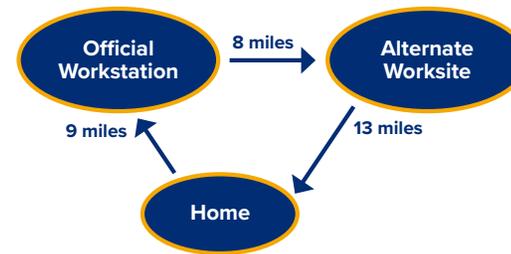
Proximity mileage is calculated using the “Lesser of Mileage Rule”

- 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:

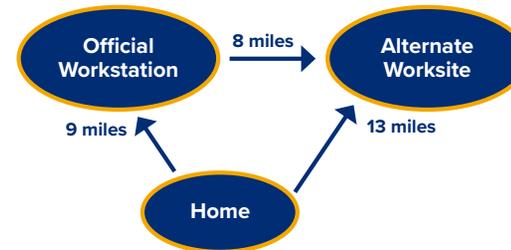
- The traveler is not reimbursed for the commuting miles (9 miles) to report to official workstation.
- The traveler will be reimbursed for the 8 miles incurred between their official workstation and the alternate worksite.
- The traveler will be reimbursed for 8 miles for travel incurred between alternate 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.

**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 their official 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.



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### 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 page 9.
- 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.
  - Lunch is not a reimbursable expense.

### 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). Day trip meals are reported as taxable income.

- \$5.00 for breakfast and \$12.00 for dinner.
- Departure/arrival times must be entered on the expense times field of the report. For multiple meals claimed on a report the times should be entered details of the meal expense line to be show eligible for day trip meal reimbursement.

### 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](#).

### 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).
- Only telephone charges for official state business may be reimbursed. Business calls should be indicated on your report.
- Personal expenses, such as laundry, valet service, movie rentals, maids, or entertainment are not reimbursable.

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### 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 and are not individually reimbursed.

### Conferences and Seminars

- All state-sponsored conferences and seminars should be held at facilities that honor federal per diem rates.
- If the lodging rate exceeds the maximum per diem rate, most likely for non-state conferences, prior approval is required from the agency's finance office. This needs to be attached to your expense report.
- If the conference registration fee includes meals, meals should not be claimed separately.
- Registration fees can be paid by personal credit card or travel card. These charges must be submitted on the SFS expense report.
- The conference registration receipt and agenda should be attached to your expense report.

### 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; and number of locations to be visited.
- Reasonable and necessary taxi fees will be reimbursed; customary tipping will be allowed. Actual costs will be reimbursed for taxi or other common carriers between an employee's residence and transportation terminal or for personal car mileage. Receipts are required for transportation expenses.
- Often the most effective method of transportation is using a common carrier such as a train, bus, taxi, or airplane. 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/>

- When a common carrier is not available, travelers should consider the use of a state vehicle, rental vehicle, or personal-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 Expenses – 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.
- Use of a state E-ZPass in a state vehicle does not need to be documented.

### 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 used (Enterprise/National or Hertz). Review contract information and price lists at: [Passenger Vehicle Rentals Statewide Contract](#). State travel card should be used when renting.
- Personal E-ZPass may be used, but traveler is responsible for any charges from rental company if tolls do not register.
- Personal E-ZPass cannot be funded with the state-issued travel card.
- 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.
- Lodging and car rentals are tax exempt in New York State. Travelers should

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always have tax exempt certificates with them in case they are needed: [ST-129 Tax Exempt Certificate](#) for Lodging, and [AC-946 Tax Exempt Form](#) for other expenses/car rentals.

- Contract ID # - XZ24A19 is to be given to Enterprise Rent-A-Car and National Car Rental at time of reservation to receive benefits under the NYS Program. (Pin # WSC will be required when dealing directly on vendor website).
- Corporate Discount # (CDN) 65909 is to be given to Hertz at time of reservation to receive benefits under the NYS Program.
- Always rent in the name of New York State.
- Indicate all drivers and use form AC-946 for tax exemption.
- Consider geographic surcharges when determining which contracted rental agency to use.
- Return vehicles with the same amount of fuel as departure.

### 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.
- 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 POV. The trip calculator is a tool travelers use to determine 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.

Determining the most economical method of transportation:

- The trip calculator determines the lesser cost between renting a vehicle and POV mileage and can be found on the [OGS travel website](#).
- Travelers are to claim the actual rental costs or the lesser amount resulting from the completed trip calculator (see example in the next page).
- Trip calculator must be attached to the expense report when traveling over 100 miles per day.
- Include trip details for each stop, street/city/state.

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 round-trip to rental agency should be entered for the rental agency location closest to home/residence or official station.

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**Example - Trip Calculator** The actual trip calculator can be found at: <http://ogs.ny.gov/BU/SS/Trav/Calculators.asp>

**Actual # of days traveling**

**# of miles traveled in total trip**

**Click on drop down arrow - choose location**

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	\$2.15
Car Rental Price	\$31.30
Mileage Reimbursement Rate	\$0.535
Rental Car Gas Mileage (MPG)	30

**Round-trip mileage for rental agency closest to home/residence or official station**

**Adjust gas amount to current market price per gallon**

**Current year mileage rate**

**Select Compact**

**Click on drop down arrow - choose daily, weekly or monthly**

Calculated Results	
<i>Lowest cost highlighted in yellow.</i>	
Own Car Cost	\$ 54.04
Rental Car Cost	\$ 43.88
Rental	\$ 31.30
Refueling	7.24
Mileage to rental agency	5.35
	\$ 43.89

# Miles to Claim on Expense Report to equal the cost of a rental:	
Departure:	41
Return Trip:	41

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### Example - Trip Calculator, continued

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	\$2.15
Car Rental Price	\$31.30
Mileage Reimbursement Rate	\$0.535
Rental Car Gas Mileage (MPG)	30

Shows "Calculated Results" of which option would be most economical, POV or Rental

"Calculated Results" show, with this entry, rental vehicle would be the most economical

Per "Calculated Results," shows # of miles eligible to claim on Expense Report

Calculated Results	
<i>Lowest cost highlighted in yellow.</i>	
Own Car Cost	\$ 54.04
Rental Car Cost	\$ 43.87
Rental	\$ 31.30
Refueling	7.24
Mileage to rental agency	5.35
	\$ 43.87

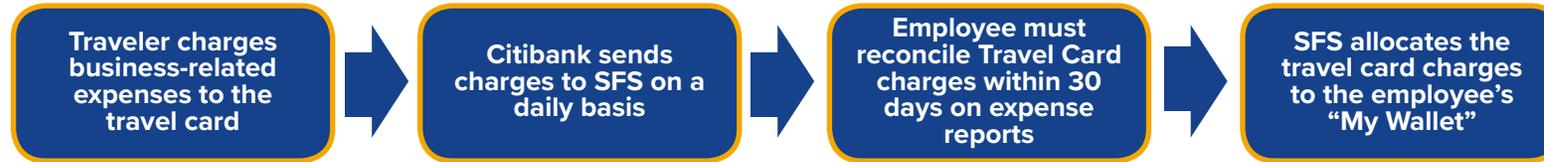
The total amount of miles claimed multiplied by the mileage rate will give the approximate rental car cost:  
 $82 \times .535 = \$43.87$

# Miles to Claim on Expense Report to equal the cost of a rental.	
Departure:	41
Return Trip:	41

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### Citibank Visa Travel Card – How it Works



### 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.
- Common travel expenses that should be charged to a travel card include lodging; train, bus or airfare tickets; vehicle rental; gas when traveling in a vehicle rental; meals; or parking.
- The travel card should never be used for personal expenses or other traveler's 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 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, complete and submit the [New Traveler/Travel Card Application](#).

- 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 of Use

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.



## 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>
- Registering allows the traveler to review statements and track charges online.
- 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.
- Provide receipts for all transactions.
- Surrender travel card upon separation from current agency or retirement.
- Know the Travel Card current billing zip code: 12226.

## 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](#)
- [Office of General Services \(OGS\) Statewide Travel Contracts and Trip Calculator](#)
- [Statewide Financial System \(SFS\)](#)
- [Division of the Budget \(DOB\) B-1184 Policies and Procedures](#)
- [New York Codes, Rules and Regulations, Title 2, Chapter 1, Part 8 - Traveling Expenses](#)
- [OSC Guide to Financial Operations \(GFO\); Employee Travel Expense Reimbursement](#)
- [State Finance Law, Article 7, Section 109 Proofs Required Upon Audit by the Comptroller](#)
- [Penal Law, Title K, Article 175, Section 175.35 Fraudulent Claims – Offering a false instrument for filing is a Class “E” Felony](#)

## References

- [BSC Travel & Expense Forms, Publications, and Frequently-Asked-Questions](#)
- [Office of the State Comptroller Travel Manual](#) 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 \(GFO\)](#)
- [Office of General Services, GOER Trip Calculator](#)
- [Office of General Services Travel Contracts](#)
- [Citibank Visa Corporate Card Registration](#)
- [US General Services Administration \(GSA\) Travel Rates](#)

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