



### Travel Questions Contact

Business Services Center, Travel Unit  
(518) 457-4272  
Email: [BSCFinance@ogs.ny.gov](mailto:BSCFinance@ogs.ny.gov)  
Website: <https://bsc.ogs.ny.gov>

### General Travel Guidelines

- Travel expenses will be reimbursed for actual, reasonable, and necessary expenses incurred by an employee while in travel status on official state business. Reimbursement will be in accordance with established OSC travel guidelines:  
<http://www.osc.state.ny.us/agencies/travel/travel.htm>
- Employees should use the Procurement Services statewide travel contracts for travel agent services, lodging, rental vehicles, and air travel. The travel contracts are available at:  
<http://www.ogs.ny.gov/BU/SS/Trav/default.asp>
- Employees are in travel status when they are 35 miles or more away from both their home and official station.
- All employees should know their assigned official station.
- Lunch is not a reimbursable expense.
- Lodging and car rentals are tax exempt for New York State employees. Travelers should always have tax exempt certificates with them: ST-129 Tax Exempt Certificate for Lodging, and AC-946 Tax Exempt Form - other expenses/car rentals. These forms are on the BSC website:  
<https://bsc.ogs.ny.gov/content/all-forms-and-guidance>

### Travel Card

To register your travel card use the following BILLING address:

1220 Washington Ave  
Building 5  
Albany, NY 12226

- The travel card should only be used for official state business travel expenses.
- Apply for a travel card through your agency's liaison.
- Travel cards should be used for all state-related travel purchases (airfare, lodging, rental cars, Amtrak, etc.). Do not charge personal expenses or other travelers' expenses to your travel card.
- Register for the Citidirect card management system at:  
<https://home.cards.citidirect.com/>
- Report lost or stolen cards to the Citibank Member Center at (800) 248-4553 or to the BSC Credit Card Administrator at:  
(518) 457-4272, [bscfinance@ogs.ny.gov](mailto:bscfinance@ogs.ny.gov)

### Meals and Lodging Expenses

Employees must be in travel status to be eligible for reimbursement of meal and lodging expenses.

- **Method I** - No receipts are required
  - A set per diem allowance for meals, lodging and incidentals, regardless of where lodging was obtained.
- **Method II** - Lodging receipts required
  - Reimbursement of actual lodging costs up to a specific maximum amount and an allowance for meals based on the location of lodging.
  - Per diem rates are available at the US General Services Administration (GSA) website:  
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

### Meal Rates without Receipts for Day Trips (all locations)

- Day trip meals are set at a fixed rate and reported as taxable income.
- You must be in travel status to be eligible.
- Breakfast rate is \$5.00. Traveler must depart at least one hour before their normal workday start time to be eligible for a breakfast.
- Dinner rate is \$12.00. Traveler must return at least two hours after the end of their normal workday to be eligible for a dinner.
- Departure/arrival times must be entered on the expense report (details of the meal expense line, comments, or general information) to be eligible for day trip meal reimbursement.

### Meal Rates with Receipts for Day Trips

- Day trip meals are taxable
- You must be in travel status to be eligible
- Reimbursements 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/guide/MyWebHelp/#XIII/4/D.htm%3FToCPath%3DXIII.%20Employee%20Expense%20Reimbursement%7C4.%20Employee%20Travel%20Expense%20Reimbursement%7C\\_\\_\\_\\_\\_4](http://www.osc.state.ny.us/agencies/guide/MyWebHelp/#XIII/4/D.htm%3FToCPath%3DXIII.%20Employee%20Expense%20Reimbursement%7C4.%20Employee%20Travel%20Expense%20Reimbursement%7C_____4)

### Receipts

All Receipts are required by OSC (including but not limited to):

- All travel card transactions (including overnight meals).
- Common Carrier - e.g., train, bus, airplane (airfare must be purchased on the travel card with contracted vendor).
- Lodging.
- Tolls/Parking.
- Metro Cards/Long Island Railroad.
- Vehicle Rentals/EZ Pass for Rentals/Gas.
- Taxi, Miscellaneous and Incidental Expenses.
- Day trip meals claiming higher receipted Method II.

### Transportation Expenses

Travel should be by the most economical method possible and in the best interest of the State. When determining the method of travel, consider the distance, travel time, number of travelers, and modes of transportation available.

# Travel & Expense Guidelines **Quick Reference for Travelers**

## Rental Vehicles

- Rental vehicles should be used when a state vehicle is not available and a rental vehicle is more economical than a personal vehicle.
- Rental vehicle should be returned with the same amount of fuel as when it was rented.
- Indicate all drivers.
- Use form AC-946 for tax exemption.
- Do not purchase additional insurance when using state-contracted vendors for rental vehicles.
- Use the state contracted rental agencies and charge to state-issued Travel Card. Contract information and price lists are available at: <https://www.ogs.ny.gov/purchase/snt/awardnotes/7200122273can.htm>. Consider geographic surcharges when determining which contracted rental agency to use.
  - Contract ID # - XZ24A19 will need 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 renting 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.

## Personal Owned Vehicles (POV)

- If opting to use a POV instead of a rental vehicle, reimbursement will be the lesser of the rental rate or Personal Car Mileage rate (PCM).
- Use the OGS Trip Calculator (a spreadsheet calculation that measures rental costs against PCM rates) to figure which is less expensive.
- The OGS Trip Calculators are located at: <https://www.ogs.ny.gov/BU/SS/Trav/Calculators.asp>
- The OGS Trip Calculator must be attached to expense reports when estimated mileage of the trip is over 100 miles.

## Accidents

- All accidents should be reported to the local law enforcement agency and the employee's supervisor
- Accidents with a state vehicle should be reported to the OGS Fleet Management, per its accident reporting procedures and to the state-contracted vehicle maintenance provider, if applicable for the agency. Drivers must also complete the MV-104 Accident Report. OGS accident reporting procedures: <https://ogs.ny.gov/BU/SS/RIFM/FleetSrvs.asp>
- Accidents in a rental vehicle must be immediately reported to the rental agency and Citibank: 866-390-9735, <https://www.eclaimslines.com/>

## Taxi Fares/Expenses to a Transportation Terminal

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 for taxis are required when submitting your expense report.

## Miscellaneous Expenses

**Telephone Charges:** Only telephone charges for official state business will be reimbursed. Business calls should be indicated on your report.

**Personal Expenses:** Personal expenses, such as laundry, valet service, movie rentals, maids, or entertainment are not reimbursable.

## 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.
- If the conference registration fee includes meals, meals should not be claimed separately.
- Registration fees can be paid by personal credit card and must be submitted on an SFS expense report. They can also be paid for on a procurement card and reconciled in SFS.
- The conference registration receipt and agenda should be attached to your expense report.

## Filing an SFS Report

- An expense report is required for all travel and expense reimbursement requests.
- Submit expense reports within 30 days of return from a trip.
- Scan and attach all required receipts and documentation to your SFS expense report.

## Top 10 Tips for Expense Report Approval

1. Obtain all travel approvals prior to trip; if the total expenses for the trip is \$500 or more, or if the trip is out of state, include DOB B-1184 number on expense report.
2. Ensure the mandatory fields in the General Information Box in the 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 the 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: <https://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 Trip Calculator must be attached to your expense report in SFS.