



Travel Questions Contact

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Supervisor's Responsibility

- Know the NYS travel rules, traveler responsibilities and agency specific policies.
- Ensure staff is properly trained on travel guidelines.
- Approve requests for staff to be in travel status only when necessary.
- Grant prior approval when travel is necessary.
- Ensure travel is conducted in the most efficient manner, in the best interest of the State.
- Know staff's official station and effect on travel reimbursement (including taxable liabilities).
- Ensure staff's expense report are submitted timely, within 30 days of the travel event, to account for their travel expenses and credit card transactions.
- Review staff's expense reports timely and in its entirety.
- Ensure all required receipts, supporting documentation and justifications are attached to the expense report.
- Verify what is being claimed is in accordance with your agency's policies and NYS travel rules.
- Verify travel expenses are actual, reasonable and necessary.
- Ensure staff's official work station is correctly listed in SFS. Contact your Employee Data Administrator (inside your agency's finance office) if changes are required.
- Ensure credit card transactions are for official travel only.
- Approve expense reports only if they are completed accurately and within NYS travel rules.

As a supervisor, you are certifying:

- Travel was actual, reasonable & necessary, matches itinerary, and mode of travel was most efficient.
- Mileage claimed is appropriate.
- Times of departure and return are accurate.
- Destination and reason for travel are correct.

Checklist for Approving an Expense Report in SFS

- Do not mass approve expense reports - each report must be reviewed for accuracy.
- Reports with a warning sign should be reviewed carefully, they may contain inaccuracies or duplicate expense lines from another report.
- Perform thorough review and when denying, deny the report once for all reasons.
- When a personal vehicle is used for single trips more than 100 miles the trip calculator is applied and attached to the report.

Ensure:

- Traveler is in official travel status and eligible for expenses claimed.
- All the information on expense report is accurate.
- Business purpose is entered.
- Toll receipts are attached.
- All receipts and approvals are attached
- Departure and Return times of trip must be entered in the general information box.
- Normal start/end work hours are entered.
- Departure/return times of trip (for extra meals) must be entered in details section of the expense line for all day trip meals or extra overnight meals claimed.
- Chartfield (accounting) information is complete and accurate.
- The budget reference year is correct.
- Correct expense types are being used on report.
- Travel card charges that should be specified return to state are properly accounted for.
- No sales tax was included on in-state hotel bills and vehicle rentals
- B1184 Approval is referenced.
 - All out-of-state regardless of cost (including \$0)
 - In-state travel expenses of \$500 or more

Finance Office approval must be obtained when:

- 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.
- Lodging exceeding the maximum rate.
- Agency-specific waivers from OSC and established guidelines (e.g., trip calculator, specific project exemptions).

Expense reports cannot be approved until successfully passing budget check. Budget check runs every 2 hours.

Attached Documents

The following documentation should be attached when applicable:

- Travel authorization and/or B-1184 (when the DOB code is not filled in under General Information).
- Conference and/or Seminar brochure or agenda.
- All receipts are now required by OSC (including but not limited to):
 - Lodging receipts (if receipted method).
 - Airline/Train/Bus tickets.
 - Parking receipts.
 - Gas receipts.
 - Toll receipts.
 - Day trip meals if claiming receipted method.
 - Meal receipts if charged to the State travel card.

- Supply receipts.
- Allowable miscellaneous and incidental expense.
- If mileage is more than 100 miles for a single trip, use the OGS Trip Calculator (a spreadsheet calculation that measures rental costs against personal car mileage rates): <https://ogs.ny.gov/procurement/trip-calculators>. If a rental vehicle is less expensive and a personal owned vehicle is used, reimbursement will only be at the rental vehicle rate. The trip calculator must be attached to the SFS expense report.

Reimbursement Allowances

Day Trip Reimbursements

Travel must start at least one hour before their normal work start time for breakfast reimbursement and return two hours or more after their normal work end time for dinner reimbursement.

- Travelers can be reimbursed up to the breakfast/dinner per diem amount with a receipt, or unreceipted amounts of: \$5.00 for Breakfast, \$12.00 for Dinner

Method I: Overnight Stay without Receipts

This is a fixed rate for overnight travel when lodging with friends or family while in travel status. This rate covers meals, lodging, and incidentals. The per diem is based on the area of lodging and negotiating unit agreements.

- Travelers can be reimbursed up to the breakfast/dinner per diem amount with a receipt, or unreceipted amounts of: \$5.00 for Breakfast, \$12.00 for Dinner.
- Cities of Albany, Binghamton, Buffalo, Rochester, Syracuse and respective metro areas: \$40.00
- All other locations in New York State: \$35.00
- Out-of-state: \$50.00

Method II: With Receipts/Receipts Required

Method II is for the reimbursement of actual lodging costs up to a specific per diem rate. Per diem rates vary by location and are available at the U.S. General Services Administration(GSA) website at: <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>

Personal Car Mileage

Current personal car and motorcycle mileage reimbursement rates can be found on the OSC website at: http://www.osc.state.ny.us/agencies/guide/MyWebHelp/#XIII/4/C.htm%3FToCPath%3DXIII.%20Employee%20Expense%20Reimbursement%7C4.%20Employee%20Travel%20Expense%20Reimbursement%7C_____3

- Note: gas and other operating expense associated with use of a personal vehicle are included in the personal car mileage rates.