



Information Announcement

Travel Updates

March 9, 2015

Expense Reports Submitted Prior to Year-End

Expense reports not approved for payment in SFS by March 26 will be automatically rejected by SFS and therefore will need to be recreated after the EE1 update when SFS comes back online, currently scheduled for April 18.

New Statewide Travel Management Company

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.

Amtrak Government Fare Rules

Amtrak has recently updated and provided the following fare rules for New York State employees traveling on government business.

- Passenger must show proof of New York State government employment, if an employee fails to provide the proper identification, they will be required to purchase a full fare ticket on board.
- Passenger must be a New York State Government employee, traveling on New York State government official business.
- If there is no train number listed on the ticket (open), then the ticket is valid for a one-year period and is valid on board all Empire Service trains without a reservation, in reserved coach.
- The government Amtrak fare is not valid on the Lakeshore Limited (Train Number 48 and 49).
- If there is a train number listed on the ticket (a non-open ticket), the employee must travel either on that train or on an earlier departure.
- For a non-open ticket, if the employee intends on taking a train that is later than the train listed on the ticket, the ticket must be exchanged prior to departure of the originally scheduled train. To exchange the ticket, the employee should contact Amtrak Customer Service at 800-872-7245, and upon arrival at the station, go to the ticket counter to obtain a new ticket. If the

employee is unable to exchange the ticket prior to the departure of the original scheduled train, they must purchase a new ticket.

- If a passenger has upgraded to business class, the passenger must travel on the train that is listed on the ticket. The passenger cannot travel on an earlier train or a later train when booked in business class. They must travel on the train listed on the ticket.
- Please refer to the cancellation/refund information sent with an Amtrak ticket, or go to Amtrak’s website at <http://www.amtrak.com/home> for their refund policy.

Unused Amtrak Train Tickets (open tickets)

- When a trip is changed or cancelled, but the traveler has already purchased the government rate train ticket (open), the traveler has up to one year from the purchase date to use the ticket. In these instances, passengers should not reconcile the charges prior to using the ticket. More information regarding this policy can be found in the OSC travel manual and Guide to Financial Operations XIII.4.A located at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp/>.
- If the traveler receives a notice from the BSC requesting that a travel card charge requires reconciling, and trip has not yet taken place, the traveler should respond back to the BSC to let us know that the ticket will be used at a later date.

Changes to Expense Report Requirements Effective April 1, 2015

- Expense reports must be submitted within 30 days of the end of the travel event.
- Travelers, including non-employee travelers (NET), must provide receipts with expense reports in accordance with the chart below.

Expense Type	Documentation Required*
Charge on the State Travel Card	Receipt
Transportation by Common Carrier (e.g. train, bus, airplane, subway)	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
Gas	Receipt
Day Trip Meals - Receipted	Receipt
Hotels - Receipted	Receipt
Miscellaneous and incidental expenses	Receipt

*Receipts are required for all expense reports submitted after April 1, 2015 regardless of the expense amount or when the travel occurred.

For more information please refer to the OSC Travel Manual at <http://www.osc.state.ny.us/agencies/travel/manual.pdf>.

If you have any questions regarding this announcement, please contact the BSC Travel Unit at OGSTravel.Unit@ogs.ny.gov or (518) 457-4272.