



# NEW YORK STATE TRAVEL GUIDELINES for SUPERVISORS APPROVING SFS EXPENSE REPORTS

## CONTACT:

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## RESOURCES:

→GSA Lodging & Meal Rates:  
<http://www.gsa.gov/portal/category/21283>

→“How-To” SFS Travel & Expense Training Videos are on the BSC Website at: [bsc.ogs.ny.gov](http://bsc.ogs.ny.gov) or on the BSC YouTube channel at: <http://www.youtube.com/user/NYSBSC>

→Car Rentals on NYS Contract:  
<http://www.ogs.ny.gov/purchase/snt/awardnotes/7200122273can.HTM>

→NYS Thruway Toll Rates:  
<http://www.thruway.ny.gov/travelers/tolls/calc/index.html>

→OGS Trip Calculator: <http://www.ogs.ny.gov/BU/SS/Trav/Calculators.asp>

→Travel Agents on NYS Contract:  
[http://www.ogs.ny.gov/purchase/snt/lists/gp\\_79005.asp](http://www.ogs.ny.gov/purchase/snt/lists/gp_79005.asp)

→Travel Card  
Citibank Member Center  
1.800.248.4553  
[www.cards.citidirect.com](http://www.cards.citidirect.com)  
BSC Credit Card Administrator  
(518) 457-4272 Opt 1 Opt 5  
[CreditCard@ogs.ny.gov](mailto:CreditCard@ogs.ny.gov)

## SUPERVISOR'S RESPONSIBILITIES

- Understand the travel guidelines
- Ensure staff is properly trained on travel guidelines
- Ensure that your employee'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 travel is conducted in the most efficient manner
- Approve requests for staff to be in travel status only when necessary
- Ensure that your employee submitted a SFS Travel Authorization, if applicable, for the following:
  - All out-of-state travel (B-1184 also required)
  - Conferences/Seminars (over \$500, B-1184 also required)
  - Airfare less than 200 miles
  - In-state travel expenses \$500 or more. (B-1184 also required)
  - Lodging that exceed maximum allowance rates
  - DOB-granted agency-specific waivers (for frequent or continuous travel status) that differ from OSC travel guidelines.
- Verify that expense reports are within allowed rates, receipts attached and all required justification is attached to the report
- Ensure credit card transactions are for official travel only
- Ensure expense report is submitted timely (best practice is to submit within 10 days of completion of the trip) to account for employee travel expenses and credit card transactions
- Review, “certify” and approve expense reports in a timely manner

## CHECKLIST FOR APPROVING AN EXPENSE REPORT IN SFS

- Reports with a warning sign should be reviewed carefully, they may contain inaccuracies or duplicate expense lines from another report.
- Ensure all required fields are correctly entered in the General Information Box in expense reports and travel authorizations, including start/end times, official station, dates of travel, etc.
- Check that all pre-travel approvals are obtained and DOB approval code (B-1184) entered in reports for single trips costing \$500 and over.
- Ensure traveler is in official travel status and eligible for expenses claimed.
- Ensure correct expense types are being used in reports.
- Departure and arrival times must be entered in the details section of the expense line for all day trip meals or extra overnight meals claimed.
- Meals placed on travel cards are listed as “Return to State” in expense reports.
- Ensure all required receipts, justifications, and waivers are attached to the report.
- When personal vehicle is used for single trips 100 miles and more the trip calculator is applied and copy attached to report.
- Expense reports can not be approved until successfully passing budget check. Budget check runs every 2 hours.



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## EXPENSE REPORT REVIEW

### General

Ensure the following fields are completed in the Expense Report:

- Business Purpose
- Description
- Official Station
- Default Location (location traveled to)
- Normal Work Hours (not specific to the trip for which the expense report is created)
- Travel Dates
- Departure & arrival times if claiming day trip meals.

### Documentation Attached

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)
- Day trip meals if claiming receipted rates
- Meals more than \$75 per instance
- Lodging receipts (if receipted method)
- Airline/Train/Long distance bus tickets
- Parking receipts more than \$75, per instance
- Taxi/Transit receipts more than \$75, per instance
- Gas receipts more than \$75, per instance (not necessary if using a state gas card)
- If mileage is over 100 miles for a single trip, use the OGS Trip Calculator (a spreadsheet calculation that measures rental costs against PCM rates): <http://www.ogs.ny.gov/BU/SS/Trav/Calculators.asp> If a rental vehicle is less expensive and a POV is used, reimbursement will only be at the rental vehicle rate. The Trip Calculator must be attached to the SFS Expense Report.

### As a supervisor, you are certifying that...

- Travel was reasonable & necessary, matches employee's 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.

## REIMBURSEMENT ALLOWANCES

### Day trip Reimbursements (all locations - no receipts necessary)

Receipts are not necessary for day trips when no lodging is incurred during official travel status. Travelers must have left one hour before their normal work start time for breakfast reimbursement, and two hours 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: Breakfast: \$5.00, Dinner: \$12.00

### Method I: Overnight Stay without Receipts

This is a fixed rate for overnight travel that does not require receipts.

- NYC, Nassau, Suffolk, Rockland & Westchester Counties: \$50.00
- 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 (including tax on lodging): \$50.00

### Method II: Receipts Required

Method II is for the reimbursement of actual lodging costs up to a specific per diem rate. Lodging receipts are required, meal receipts are not (unless over \$75). Per diem rates vary by location and are available at the U.S. General Services Administration website at: <http://www.gsa.gov/portal/category/21283>.

### Personal Car Mileage Rates

Current personal car and motorcycle mileage reimbursement rates are found on the GSA website at: <http://www.gsa.gov/portal/category/21283>

Note: Gas and other operating expenses associated with use of a personal vehicle are included in the personal car mileage rates. Do not submit receipts for these expenses or claim them separately.