

TRAVEL REIMBURSEMENT ALLOWANCES
(effective 10/1/2016-9/30/2017)

Location	Method I (Unreceipted)	Method II (Lodging Receipted)		Combined Per Diem Rates (Lodging & Meals)
	Lodging & Meals	Lodging	Meals	
Albany County	\$40.00	\$116.00	\$59.00	\$175.00
Broome County - Binghamton	\$40.00	\$ 98.00	\$59.00	\$157.00
Dutchess County - Poughkeepsie	\$35.00	\$109.00	\$64.00	\$173.00
Erie County - Buffalo	\$40.00	\$107.00	\$64.00	\$171.00
Essex County - Lake Placid				
Essex (Oct 1-Nov 30)	\$35.00	\$122.00	\$74.00	\$196.00
Essex (Dec1-Feb 28)	\$35.00	\$139.00	\$74.00	\$213.00
Essex (Mar 1-Jun 30)	\$35.00	\$112.00	\$74.00	\$186.00
Essex (Jul 1-Aug 31)	\$35.00	\$179.00	\$74.00	\$253.00
Essex (Sep 1-Sep 30)	\$35.00	\$122.00	\$74.00	\$196.00
Jefferson County - Watertown	\$35.00	\$ 94.00	\$54.00	\$148.00
Monroe County - Rochester	\$40.00	\$104.00	\$59.00	\$163.00
Nassau Co - Floral Park/Garden City/Great Neck	\$50.00	\$148.00	\$69.00	\$217.00
New York City - (Manhattan), Bronx, Brooklyn (Kings), Queens, Staten Island (Richmond)				
NYC (Oct 1-Dec 31)	\$50.00	\$301.00	\$74.00	\$375.00
NYC (Jan 1-Feb 28)	\$50.00	\$168.00	\$74.00	\$242.00
NYC (Mar 1-June 30)	\$50.00	\$267.00	\$74.00	\$341.00
NYC (July 1-Aug 31)	\$50.00	\$239.00	\$74.00	\$313.00
NYC (Sep 1 – Sep 30)	\$50.00	\$301.00	\$74.00	\$375.00
Niagara County – Niagara Falls				
Niagara Falls (Oct 1-June 30)	\$40.00	\$ 91.00	\$59.00	\$150.00
Niagara Falls (July 1- August 31)	\$40.00	\$120.00	\$59.00	\$179.00
Niagara Falls (Sep 1 - 30)	\$40.00	\$ 91.00	\$59.00	\$150.00
Onondaga/Oswego Co - Syracuse	\$40.00	\$102.00	\$59.00	\$161.00
Orange County - West Point	\$35.00	\$109.00	\$59.00	\$168.00
Rensselaer County - Troy	\$40.00	\$110.00	\$64.00	\$174.00
Rockland - Nyack, Palisades	\$50.00	\$119.00	\$64.00	\$183.00
Saratoga/Schenectady Counties				
Saratoga/Schenectady (Oct 1-Jun 30)	\$40.00	\$124.00	\$64.00	\$188.00
Saratoga/Schenectady (Jul 1-Aug 31)	\$40.00	\$188.00	\$64.00	\$252.00
Saratoga/Schenectady (Sep 1-Sep 30)	\$40.00	\$124.00	\$64.00	\$188.00
Seneca County - Waterloo, Romulus	\$35.00	\$124.00	\$59.00	\$183.00
Suffolk Co - Long Island/Riverhead/Ronkonkoma/Melville	\$50.00	\$130.00	\$64.00	\$194.00
Tioga County - Owego	\$40.00	\$ 98.00	\$59.00	\$157.00
Tompkins County - Ithaca	\$35.00	\$124.00	\$59.00	\$183.00
Ulster County - Kingston	\$35.00	\$117.00	\$69.00	\$186.00
Warren County – Glens Falls				
Warren (Oct 1-June 30)	\$35.00	\$100.00	\$64.00	\$164.00
Warren (July1-Aug 31)	\$35.00	\$159.00	\$64.00	\$223.00
Warren (Sep 1-Sep 30)	\$35.00	\$100.00	\$64.00	\$164.00
Westchester Co - Tarrytown/White Plains/New Rochelle	\$50.00	\$152.00	\$64.00	\$216.00
NYS Counties below:	\$35.00	\$ 91.00	\$51.00	\$142.00
<i>Allegany, Chemung, Clinton, Franklin, Fulton, Hamilton, Herkimer, Lewis, Montgomery, Oneida, Otsego, Putnam, Schuyler, St. Lawrence, Steuben, Sullivan, Washington, Yates</i>				
NYS Counties below:	\$40.00	\$ 91.00	\$51.00	\$142.00
<i>Cattaraugus, Cayuga, Chautauqua, Chenango, Columbia, Cortland, Delaware, Genesee, Greene, Livingston, Madison, Ontario, Orleans, Schoharie, Wayne, Wyoming</i>				

Outside the Country
varies

\$50.00 <http://www.defensetravel.dod.mil/site/perdiem.cfm>

MEAL ALLOWANCE PER DIEM BREAKDOWN FOR OVERNIGHT TRAVEL

MEAL ALLOWANCE	\$51	\$54	\$59	\$64	\$69	\$74
Breakfast (max)	\$10	\$11	\$12	\$13	\$14	\$15
Dinner (max)	\$41	\$43	\$47	\$51	\$55	\$59

METHOD I PER DIEM

This is a fixed allowance for overnight travel without a lodging receipt. Reimbursement is a flat rate for each county. The flat rate includes meals and incidental expenses. *You may qualify for an additional meal if you left one hour or more prior to your official work start time, or returned two hours or more after your official work end time. The meal reimbursement is the same as the unreceipted day trip: \$5 for breakfast, \$12 for dinner.

METHOD II PER DIEM

When you are 35 miles or more from home and official station, you are in travel status. Each overnight meal per diem begins with dinner the evening of your stay and ends with breakfast the following morning. One per diem allowed for each overnight with a lodging receipt that clearly shows travel dates. *You may qualify for an additional meal if you left one hour or more prior to your official work start time, or returned two hours or more after your official work end time. Meal per diem amounts vary by county. Additional meals paid at the rate for the county to which you traveled.

UNRECEIPTED MEAL ALLOWANCE FOR SINGLE DAY TRIP - ALL LOCATIONS

Breakfast (max) \$5.00/Dinner (max) \$12.00

(All Single Day Trip Meal Reimbursements are Taxable Income)

Requirements: Must be in travel status (35 miles or more from home and official station). *You may qualify for a meal if you left one hour or more prior to your official work start time, or returned two hours or more after your official work end time. Reimbursement of day trip meals up to the amount of a per diem for the county visited is allowable when accompanied by a receipt.

**If your early departure or late return is because you stopped for a meal or for personal reasons, you are not entitled to the meal per diem. Please indicate this when claiming reimbursement for your trip. If you choose not to receive a meal per diem, you must indicate this in writing when you submit your expense report.*

- Official work START and END times MUST be included on all expense reports.
- Trips that include extra meal per diems MUST have a START and END time, click on Expense DETAILS to enter qualifying time(s).
- All expense reports with overnight lodging MUST have a "zero" balance lodging receipt attached.

PERSONAL CAR MILEAGE: To view the GSA POV Mileage Reimbursement Rates, please go to [GSA Portal](#) and click on Travel, then POV Mileage.

CONTACT INFORMATION

Questions: Please contact the BSC Travel & Expense Unit at (518) 457-4272.

Contracted travel agencies and airfare information: <http://ogs.ny.gov/BU/SS/Trav/default.asp>

Car Rentals/Vehicle rental contract: <http://ogs.ny.gov/BU/SS/Trav/default.asp>

Train Tickets: AMTRAK Rate and Rule information <http://ogs.ny.gov/BU/SS/Trav/Amtrak.asp>.

AMTRAK tickets can be purchased through the State contracted travel agency, Child Travel New York, Inc. Phone (518) 292-9000 or (800) 774-0655.

AMTRAK tickets purchased at an AMTRAK station require the use of your NYS ID.