NEW YORK STATE OF OPPORTUNITY. | Business Services Center

A Division of the Office of General Services

BSC Travel & Expense
1220 Washington Ave.
Building 5, Floor 6
Albany, NY 12226-1900
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TRAVEL REIMBURSEMENT ALLOWANCES
(effective 10/1/2014-9/30/2015)

Location	Method I (Unreceipted)	Method II (Lodging Receipted)		Max. Per Diem Rate
	Lodging & Meals	Lodging	Meals	
Albany County	$40.00	$111.00	$61.00	$172.00
Broome County - *Binghamton*	$40.00	$ 97.00	$46.00	$143.00
Dutchess County - *Poughkeepsie*	$35.00	$105.00	$66.00	$171.00
Erie County - *Buffalo*	$40.00	$108.00	$56.00	$164.00
Essex County - *Lake Placid*				
Essex (Oct 1-Nov 30)	$35.00	$117.00	$61.00	$178.00
Essex (Dec1-Feb 29)	$35.00	$129.00	$61.00	$190.00
Essex (Mar 1-Jun 30)	$35.00	$105.00	$61.00	$166.00
Essex (Jul 1-Aug 31)	$35.00	$166.00	$61.00	$227.00
Essex (Sep 1-Sep 30)	$35.00	$117.00	$61.00	$178.00
Jefferson County - *Watertown*	$35.00	$ 96.00	$56.00	$152.00
Monroe County - *Rochester*	$40.00	$105.00	$51.00	$156.00
Nassau Co - *Floral Park/Garden City/Great Neck*	$50.00	$149.00	$66.00	$215.00
New York City - (*Manhattan), Bronx, Brooklyn (Kings), Queens, Staten Island (Richmond*)				
NYC (Oct 1-Dec 31)	$50.00	$304.00	$71.00	$375.00
NYC (Jan 1-Feb 28)	$50.00	$197.00	$71.00	$268.00
NYC (Mar 1-June 30)	$50.00	$268.00	$71.00	$339.00
NYC (July 1-Aug 31)	$50.00	$235.00	$71.00	$306.00
NYC (Sep 1 – Sep 30)	$50.00	$304.00	$71.00	$375.00
Niagara Falls (Oct 1-June 30)	$40.00	$ 83.00	$51.00	$134.00
Niagara Falls (July 1- August 31)	$40.00	$108.00	$51.00	$159.00
Niagara Falls (Sep 1 - 30)	$40.00	$ 83.00	$51.00	$134.00
Onondaga/Oswego Co - *Syracuse*	$40.00	$ 96.00	$56.00	$152.00
Orange County - *West Point*	$35.00	$106.00	$51.00	$157.00
Rensselaer County - *Troy*	$40.00	$102.00	$51.00	$153.00
Rockland - *Nyack, Palisades*	$50.00	$110.00	$61.00	$171.00
Saratoga/Schenectady Counties				
Saratoga/Schenectady (Oct 1-Jun 30)	$40.00	$116.00	$56.00	$172.00
Saratoga/Schenectady (Jul 1-Aug 31)	$40.00	$178.00	$56.00	$234.00
Saratoga/Schenectady (Sep 1-Sep 30)	$40.00	$116.00	$56.00	$172.00
Seneca County - *Waterloo, Romulus*	$35.00	$115.00	$46.00	$161.00
Suffolk Co - *Long Island/Riverhead/Ronkonkoma/Melville*	$50.00	$121.00	$71.00	$192.00
Tioga County - *Owego*	$40.00	$ 97.00	$46.00	$143.00
Tompkins County - *Ithaca*	$35.00	$115.00	$46.00	$161.00
Ulster County - *Kingston*	$35.00	$112.00	$66.00	$178.00
Warren -*Glens Falls* (Oct 1-June 30)	$35.00	$ 101.00	$66.00	$167.00
Warren -*Glens Falls* (July1-Aug 31)	$35.00	$159.00	$66.00	$275.00
Warren -*Glens Falls* (Sep 1-Sep 30)	$35.00	$ 101.00	$66.00	$167.00
Westchester Co -*Tarrytown/White Plains/New Rochelle*	$50.00	$145.00	$71.00	$216.00
NYS Counties below: *Allegany, Chemung, Clinton, Franklin, Fulton, Hamilton, Herkimer, Lewis, Montgomery, Oneida, Otsego, Putnam, Schuyler, St. Lawrence, Steuben, Sullivan, Washington, Yates*	$35.00	$ 83.00	$46.00	$129.00
NYS Counties below: *Cattaraugus, Cayuga, Chautauqua, Chenango, Columbia, Cortland, Delaware, Genesee, Greene, Livingston, Madison, Ontario, Orleans, Schoharie, Wayne, Wyoming*	$40.00	$ 83.00	$46.00	$129.00
Outside New York State	$50.00	*varies according to Federal Allowances*		

For more detailed per diem rates, including rates outside New York State, please visit the U.S. General Services Administration (GSA) website located at www.gsa.gov/portal and click on per diem rates.

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MEAL ALLOWANCE PER DIEM BREAKDOWN FOR OVERNIGHT TRAVEL

MEAL ALLOWANCE	$46	$51	$56	$61	$66	$71
Breakfast (max)	$ 9	$10	$11	$12	$13	$14
Dinner (max)	$37	$41	$45	$49	$53	$57

METHOD I PER DIEM

This is for overnight travel without receipts. 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 in travel status *(35 miles or more from home and official station)*, each overnight meal per diem begins with dinner the evening of your stay and ends with breakfast the following morning. One per diem is allowed for each overnight and must be accompanied by 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 will be 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 www.gsa.gov/portal and click on POV Mileage Reimbursement.

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: Tickets can be purchased at the Government rate directly through AmTrak (1-800-USA-RAIL); via one of our contracted travel agencies, i.e., Advantage Travel (518) 426-0052; or at the train station.

Note: Tickets purchased directly from AmTrak reduces the traveler's flexibility because a reservation is required. The government rate is not available when purchasing tickets on-line.

Updated: 9/12/2014