Welcome to the State Travel Training Seminar

Fall 2018
Agenda

- Travel Overview
- Traveler’s Responsibility
- Supervisor’s Responsibility
- Travel Status / Official Station
- Overnight Travel Reimbursement
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  - Method 2
  - Meal Per Diems
- Day Trip Reimbursement
- Conference Travel
- Transportation
  - Air Travel
  - ITA Accounts / NET Accounts
  - Car Rental
  - Personal Vehicle / Mileage Rates
- Miscellaneous Travel Items
The Travel Office is responsible for processing travel reimbursements to Stony Brook Faculty, Staff, Students and Non-Employees.

Reimbursements are processed in an efficient manner with regard to the rules and regulations of the Office of the State Comptroller.

Pre Approval: Employees must obtain approval of their supervisor prior to traveling. All travel $500.00 and over, funded by State, IFR or SUTRA accounts must have the Pre-Approval Travel Form attached to their state travel voucher.
Traveler’s Responsibility

- Know & understand Stony Brook University policies and procedures
- Know & understand State travel rules and regulations
- Complete and submit your expense reports (travel voucher) accurately and timely
- Know your official station and its effect on your eligibility for travel reimbursement
- Obtain necessary approvals for travel, including method of travel
- Secure the most economical method of travel in the best interest of the State
- Obtain all necessary travel documents (e.g., expense reports, receipts, tax-exempt certificate etc.)
- Maintain an accurate record of expenses including departure and return times, and mileage
- Include required receipts or documentation when submitting an expense report
- Submit claims for reimbursement for only actual allowed expenses within reimbursement rate limits, provide justification and obtain approval to exceed nightly lodging per diem rate prior to travel when necessary
- Complete and submit expense reports accurately, within 30 days of the end of the travel event. Employees must provide a justification if they miss the 30-day submission window.
Supervisor’s Responsibility

- Know & understand State's travel rules and regulations
- Know & understand System Administration's specific travel policies and procedures
- Know your staff's official stations and its effect on their travel reimbursement
- Authorize travel only when necessary
- Review traveler's itineraries in advance to ensure the most economical method of travel is used in the best interest of the State
- Verify that expense reports are within allowable rates and all required documentation is included, while ensuring expenses are actual, reasonable and necessary
- Review and approve expense reports in a complete and timely manner and forward to the Procurement/Travel Office
An employee is in travel status when the employee is:

- Engaged in official State business
- At a distance of more than 35 miles from both their designated official station and their place of residence.

Official Station is generally defined as the address of the office to which the employee is assigned.

- An employee can have only one official station
- The designation of official station is determined by the University in the best interest of the State and not for the convenience of the employee
- The purpose of the official station is to determine when the traveler is in travel status and eligible for reimbursement of travel expenses
- Travel between the employee’s home and official station is considered commuting and is not reimbursable.
Overnight Travel Reimbursement

Employees may choose one of two methods for expense reimbursement for overnight travel, either Overnight Un-Receipted (Method 1) or Overnight Receipted (Method 2). Travelers may not, however, combine the two methods on the same overnight trip. An overnight trip is defined as dinner, lodging and breakfast the following morning. Breakfast and dinner are reimbursable; lunch is not.

Meal Eligibility Requirements

- On the day of departure, you are eligible for breakfast if departure occurs before 7:00 am. You are eligible for dinner if departure occurs before 6:00 pm.
- On the day of return, you are eligible for breakfast if the trip ends after 8:00 am. You are eligible for dinner if the trip ends after 7:00 pm.

Meals/Lodging Provided by an Agency or Third Party

- If meals and/or lodging are provided by the employee’s agency or third party without charge to the traveler, that fact including the name of the agency/third party must be indicated on the expense report. Lodging and/or meals when provided at no cost to the employee by a State agency or third party as part of an assignment are not reimbursable. If only lodging was provided, meal allowances based on location of lodging may still be claimed.
Overnight Un-receipted (Method 1)

This method provides for a fixed rate allowance for meals, lodging and incidental expenses regardless of where lodging is obtained, including lodging with relatives or friends. To be entitled to the full per diem rate, travelers must be in overnight “Travel Status” and meet the “Meal Eligibility Requirements” for dinner and breakfast.

- Rates are established based on the city or county and state where lodging is obtained or the work location to which the employee was traveling (whichever rate is less), and such location must be indicated on the expense report.

- No receipts are required to claim this method of reimbursement.
Overnight Receipted (Method 2)
Traditional Hotel Lodging

- Provides reimbursement of actual lodging costs and a per diem allowance for meals and incidental expenses, based on federal reimbursement rates for the county of lodging. *(All over the max requests for lodging require preapproval from Supervisor and Account Manager and must be justified on Travel Reimbursement voucher).*

- Maximum lodging rate exclude taxes. For travel within New York State, a Tax Exemption Certificate *(Form ST-129)* must be used. **State and Local taxes will not be reimbursed.** For travel outside of New York State, state and local taxes are not included in the maximum lodging amount and will be reimbursed in addition to the per diem amount. Please note that NYS also has reciprocal agreements with Florida, Maine, Missouri, New Jersey, North Dakota and Rhode Island. For travel within these states the appropriate exempt certificate should be used.
The per diem rates for locations within the U.S. are revised annually. Since rates are based on location of lodging, the city and state of the lodging location must be indicated on the expense report.

Receipts are required for lodging, no receipts are required for meals.

For each day the traveler is in overnight travel status, the traveler is eligible for reimbursement for lodging up to a maximum lodging per diem and meals at a fixed per diem allowance. The meal per diem is for dinner one night and breakfast the following day. To be entitled to the full per diem rate, travelers must be in overnight “Travel Status” and meet the “Meal Eligibility Requirements” for dinner and breakfast.
Overnight Receipted (Method 2) Traditional Hotel Lodging

Meal Per Diem Rates

- **Domestic**: look up the total meal per diem from the GSA site [https://www.gsa.gov/travel/plan-book/per-diem-rates](https://www.gsa.gov/travel/plan-book/per-diem-rates) then go to the “Per Diem Meal Allowance Breakdown” to calculate Breakfast and Dinner.

For example, when looking up the meal per diem for Albany, NY the GSA site shows: Total Meal Per Diem for Albany is $61

<table>
<thead>
<tr>
<th>Primary Destination</th>
<th>County</th>
<th>M&amp;IE Total</th>
<th>Continental Breakfast/Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Incidental Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany</td>
<td>Albany</td>
<td>$61</td>
<td>$14</td>
<td>$16</td>
<td>$26</td>
<td>$5</td>
</tr>
</tbody>
</table>

Do not use the breakdowns shown on the GSA site, go to the Meal Per Diem Allowance Breakdown

Meal Allowance Breakdown site: The per diem of $61 is broken down as $12 for breakfast and $49 for dinner

Overnight Receipted (Method 2)
Traditional Hotel Lodging

Foreign

- Foreign Travel outside the continental United States is reimbursed based on the maximum per diem allowance established by the U.S. Department of State. The foreign travel rates are published monthly and are available at: https://aoprals.state.gov/web920/per_diem.asp

- Expenses submitted on your Travel voucher should be converted to American dollars, based on the exchange rate in effect during the period of travel. Receipts are required for Lodging.

- The Foreign Travel Rates provide for lodging costs up to a maximum amount, and an allowance for meals and incidental expenses. Similar to Method 2, the meal per diem is for dinner the first night and breakfast the following day. If a traveler is not entitled to the full meal per diem, the allowance is divided into 80% for dinner and 20% for breakfast.

As a first step in planning any trip abroad, check the Travel Advisories for your intended destination at the U.S. Department of State Alerts and Warnings Travel Site
Day Trip Reimbursement

- When an employee is in “Travel Status” for the day, the employee may be reimbursed for breakfast and/or dinner based on departure and return times. Travelers are entitled to reimbursement for breakfast if they leave before 7:00 a.m. and/or for dinner if they return after 7:00 p.m.
- Travelers without meal receipts are reimbursed $5.00 for breakfast and/or $12.00 for dinner.
- Travelers with meal receipts are reimbursed up to the maximum amount of the meal per diem allowance specified for the particular area related to the travel destination. The meal per diem allowance is apportioned for breakfast and dinner.
- Only State Employees traveling on State business can claim one day meals on State funds.
- Day trip meal reimbursements are reportable as income to the IRS.
- Lunch is not reimbursable.
Conference Travel

- When employees attend conferences sponsored by organizations other than a state agency, there is no control over the location of the conference. If the lodging rate exceeds the maximum per diem rates, the traveler should obtain prior approval from their supervisor and budgetary approval to exceed the federal lodging per diem rate. Evidence of approval must be submitted with Travel reimbursement request.

- When considering an employee’s request to exceed the nightly lodging per diem rate the following should be considered:
  - If there is available lodging within the rate at a nearby location
  - Transportation cost saved by staying at the conference site; when travelers stay at the conference site, it is usually not necessary to incur transportation expenses to attend conference events. Also, many conferences offer direct transfers from transportation terminals to the conference site. If a traveler rents a vehicle, the expense must be justified.
  - Late evening or early morning conference functions
  - The attendee is an officer of the sponsoring organization
  - The attendee is a speaker or performing other functions essential to the conference
  - Social activities, such as sight-seeing, golf outings, etc. are considered personal expenses and will not be reimbursed.

- When meals and/or lodging are provided as part of a conference or event, additional reimbursement is not permitted. The conference agenda must be submitted with your Travel Voucher to confirm that meals are not included.
Travelers should use the most efficient and cost effective method of transportation available. When choosing a method of transportation, several factors should be considered:

- Distance being traveled
- Travel time
- Number of travelers
- Number of locations to be visited
- Type of transportation available
- Employee salaries and overtime
- Charges for traveling between a transportation terminal (e.g., airport, bus, or train station) and home or official station

**Common Carrier**

- Often times the most efficient and cost effective method of transportation is using a common carrier such as a train, bus, taxicab or airplane. When a common carrier is available, but a more expensive method is chosen without sufficient justification, the traveler will be reimbursed the common carrier rate.
Travel by Air

- University travelers are required to exercise the same care in incurring air travel expenses that a prudent person would exercise if traveling on personal business, and therefore should obtain the lowest cost coach airfare available.

- Early bird check in charges, seat upgrades or airline insurance are not permissible for reimbursement. Justification for excess baggage fees, and airline change fees will be required for reimbursement.

- The passenger’s portion of the airline ticket or an e-ticket documenting price paid must be submitted with the expense report. Boarding passes alone are not acceptable.
Coach/Business Class Policy

Coach:
- All official domestic business travel within the U.S. 50 contiguous states must be reserved at the lowest applicable coach class air fare.
- All official international business travel under 14 hours, including stopovers and change of planes, must be reserved at the lowest applicable coach class air fare.

Business Class:
Accommodations for international business travel may be authorized/approved if any of the following apply and pre-approval has been obtained by the respective Vice President/Dean. The approval must be in writing and attached to the Travel Pre-Approval Form.
- Where the origin and/or destination are international, and the scheduled flight time, including non-overnight stopovers and change of planes, is in excess of 14 hours and you are required to report to work the following day or sooner.
- In order to accommodate a medical disability or special need. This will need to be supported with a written statement and remain on file in Human Resources. A medical disability/special need must be certified annually in a written statement by a competent medical authority. However, if the disability/special need is a lifelong condition, then a one-time certification statement is required.
- When your transportation costs are paid in full through agency acceptance of payment from a third party (i.e. SUNY Korea).

You may upgrade to other than coach-class accommodations at your personal expense, including through redemption of personal frequent flyer benefits.
Individual Travel Accounts (ITA) are now available for State employee business travel.

Forms to establish account can be found on the Procurement website: https://www.asa.stonybrook.edu/asa/asaforms/Department/PROC

Agreement between NYS and Citibank.

No “card” issued to individual.

No out of pocket expense for traveler to purchase air/rail tickets.

Call Euro Lloyd Travel, the designated agency at 2-7799 to make arrangements, request contracted City Pair rates if applicable.

A valid State account must be provided before tickets will be issued.

Centrally billed to Procurement Office and recharged to user account.

Only for individual’s business travel funded by State funds.
NET Accounts

- Non-Employee Travel (NET) Accounts are now available for State business travel.
- Agreement between NYS and Citibank.
- Account must be issued in a State Employee’s name
- Forms to establish account can be found on the Procurement website [https://www.asa.stonybrook.edu/asa/asaforms/Department/PROC](https://www.asa.stonybrook.edu/asa/asaforms/Department/PROC)
- This account is used only for Non-State employee Travel, such as Candidates, Guest Speakers, and RF employees traveling on State funds
- No “card” issued to individual.
- No out of pocket expense for traveler to purchase air/rail tickets.
- Call Euro Lloyd Travel, the designated agency at 2-7799 to make arrangements, request contracted City Pair rates if applicable.
- A valid State account must be provided before tickets will be issued.
- Centrally billed to Procurement Office and recharged to user account.
- Use with State funds only.
Car Rental

- When the use of a rental vehicle is necessary, travelers should use the Office of General Services (OGS) passenger vehicle rental contract. Both Enterprise and Hertz are on contract. Information about this contract may be obtained from the OGS Travel Contracts.

- When renting a vehicle for State business, the traveler should rent in the name of NYS and sign the agreement as an agent for the State. This ensures that the traveler and State are properly covered and eliminates any confusion regarding liability for coverage in the event of a claim.

- **When renting from Enterprise or Hertz, insurance is included in the rental rates.** Travelers will not be reimbursed if Loss Damage Waiver (LDW) or Collision Damage Waiver (CDW) is purchased.

- If travelers are **unable** to rent from one of the OGS contracted companies, LDW (Loss Damage Waiver) or CDW (Collision Damage Waiver) must be purchased and is reimbursable.

- Any other type of insurance, including PAI (Personal Accident Insurance), will not be reimbursed when renting a car from either a contract or non-contract car rental agency.

- **Present Tax Exempt Certificate AC946 for all NYS rentals – available on line at:** [http://www.stonybrook.edu/procurement/employees/travel/car_rentals.shtml](http://www.stonybrook.edu/procurement/employees/travel/car_rentals.shtml)
Car Rental

- **Enterprise:** When booking with Enterprise, the Stony Brook account number **JN0645** must be given to receive contract rates. These rates can be booked by calling the individual branch or toll-free number at (800) 736-8222 or on-line at [https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=JN0645](https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=JN0645)

- **Hertz:** When booking with Hertz, the Stony Brook account number **1928949** must be given to receive contract rates. These rates can be booked by calling the individual branch or toll-free number at (800) 654-3131 or on-line at [https://www.hertz.com/rentacar/hertzlink/index.jsp?targetPage=NY_State_Welcomepage.xml](https://www.hertz.com/rentacar/hertzlink/index.jsp?targetPage=NY_State_Welcomepage.xml)

**Important Reminders:**
- Any vehicle type higher than Standard must be justified.
- Additional add-ons must be justified.
- Tickets and Toll violations will not be reimbursed.
- Retain receipts for Fuel and Tolls related to the car rental. These expenses can be submitted for reimbursement.
- Print toll expense receipts when renting a car from Hertz at [https://www.platepass.com/receipt/](https://www.platepass.com/receipt/)
- Any use of the car rental period for personal use must be reimbursed back to the University.
A personal vehicle may be used for State business purposes when a State vehicle, rental vehicle or common carrier is not available, is not cost effective or is otherwise not appropriate. When using your personal car for State business, you will be reimbursed at the IRS business mileage rate at time of travel. This rate includes all charges for gasoline, oil, accessories, repairs, depreciation, anti-freeze, towing and insurance on your car. No other charges will be reimbursed. Effective 1/1/18, IRS mileage reimbursement rate is $0.545.

Employees must perform a cost comparison between renting a car and driving their own vehicle. When supported by proper justification, personal vehicles may be used when rental vehicle transportation is not cost effective. The justification, submitted with supervisor approval, must clearly state why the use of the personal vehicle was the most cost effective option. Employees who choose to use their personal vehicle solely based on personal preference will be reimbursed at the lesser of the two costs. To assist travelers in determining whether a rental car or personal car is the most cost effective method of transportation, “Trip Calculators” can be located at: https://www.ogs.ny.gov/bu/ss/trav/calculators.asp

For un-receipted expenses such as mileage, travelers are required to document their mileage using the AC-160 form.
Miscellaneous Travel Items

Parking & Toll Charges
- All reasonable and necessary parking and toll charges will be reimbursed. Toll charges will be reimbursed whether paid in cash or with an EZ Pass. Submit toll receipt or E-Z Pass statement outlining tolls related to your business trip. Valet parking fees will only be reimbursed if it is an unavoidable expense (for example, when the hotel only offers valet parking).

Taxi Charges
- Reasonable and necessary taxi fares will be reimbursed, along with a customary tip.

Trip Cancellation
- If a trip is cancelled at the direction of the agency, the traveler will not be responsible for any costs incurred. If a trip is cancelled for the traveler’s convenience, they may be responsible for any costs.
Receipt Requirements

- Original itemized receipts are required for all travel reimbursements charges regardless of amount.

Non-Essential Travel to North Carolina and Mississippi

- In reaction to certain legislation enacted by the states of North Carolina and Mississippi, Governor Cuomo has issued Executive Orders 155 and 156 banning all non-essential travel to North Carolina and Mississippi. This travel ban applies to all travel funded by the State or Research Foundation.
- In order to comply with this Executive Order, please do not schedule, make deposits, or incur any expenses related to travel to North Carolina or Mississippi.

Business calls

- Justification including business purpose and party called is required.
The following Travel forms can be found on the Procurement website at:

https://www.asa.stonybrook.edu/asa/asaforms/Department/PROC

- Travel Pre Approval Form
- Travel Voucher
- Standard Voucher
- Statement of Automobile Travel Form
- Missing Receipt Affidavit form
- NYS Tax Exemption Certificate (Hotels)
- NYS Tax Exemption Certificate (Rental Cars)
- Individual Travel Account (ITA) Application
- Individual Travel Account (ITA) Acknowledgement Form
- Travel Procedures and Guidelines for State Individual Travel Account (ITA)
- Non-Employee Travel Account (NET) Application
- Non-Employee Travel Account (NET) Acknowledgement Form
- Travel Procedures and Guidelines for Non-Employee Travel Account (NET)
Contact Information

- Christine Wilson, Director AP/Travel Office .......................... 2-6433
- Porshia Russell, Assistant Director Travel Office .................. 2-6019
- Joanne DeSantis, Travel/NET Card Administrator .............. 2-4031
- Angela Fink, Travel Staff .................................................. 2-6003
- Nicola DeMeo, Travel Staff .............................................. 2-6295
- Maureen McPhillips, Travel Staff .................................... 2-6058
- Euro-Lloyd Travel Agency can be reached on campus by calling 2-7799 or 212-629-5552 or Toll Free: 800-445-4256
State Travel

Questions?

Thank you for attending