Welcome to the State Travel Training Seminar

Fall 2017
State Travel

➢ Agenda

➢ Travel Overview
➢ ITA & NET Accounts
➢ Car Rental
➢ Reimbursement Allowances
➢ Per Diem Rates
➢ Forms
➢ IRS Mileage
➢ Travel Reminders
State Travel

➢ **Travel Overview**

➢ 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.

➢ [http://www.osc.state.ny.us/agencies/](http://www.osc.state.ny.us/agencies/)

➢ Special Approval - In compliance with the President’s Reduction Plan, Travel funded by State, IFR or SUTRA accounts must have the written approval by the appropriate Dean or VP.
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➢ ITA Accounts

➢ The Citibank Travel Account (CTA) has been discontinued as per the Office of the State Comptroller
➢ Individual Travel Accounts (ITA) are now available for State employee business travel.
➢ Contact Procurement/Travel Office for forms to establish account
➢ 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.
➢ Use with State funds only.
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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
- Contact Procurement/Travel Office for forms
- 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.
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Car Rental

➢ Enterprise is a NYS contracted service provider within NYS and the United States.
➢ Use Stony Brook corporate code JN0645 to book by phone or online at [www.enterprise.com](http://www.enterprise.com).
➢ Travelers should not purchase Loss Damage Waiver (LDW) or Collision Damage Waiver (CDW) when using Enterprise.
➢ Travelers should only purchase Loss Damage Waiver (LDW) or Collision Damage Waiver (CDW) when using non-contract vendors.
➢ Any other types of insurance are not reimbursable.
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➢ Overnight Travel Reimbursement

➢ Unreceipted Method – Method I

➢ Flat rate allowance for lodging, meals and incidentals when traveler stays with a relative or friend.

➢ Rates are established based on the city where lodging is obtained or the area of assignment (whichever is less).

➢ [http://www.osc.state.ny.us/agencies/travel/method1.htm](http://www.osc.state.ny.us/agencies/travel/method1.htm)
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➢ OVERNIGHT TRAVEL REIMBURSEMENT

➢ Receipted - Method 2

➢ Reimbursement based on actual lodging costs not to exceed per diem rates and an allowance for meals based on federal reimbursement rates for the county of lodging.
➢ Receipts are required for lodging, but not for meals.
➢ When lodging is paid by another source, the traveler can claim the allowance for meals based on the government rates.
➢ Use NYS tax exempt certificate – ST129 for lodging within NYS and New York City

http://www.stonybrook.edu/procurement/employees/travel/travel_forms.shtml
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- **Method 2 - Travel Per Diem Rates**
  - **Domestic**
    - [http://www.gsa.gov/perdiemrate](http://www.gsa.gov/perdiemrate)
  - **How to Calculate Meal Breakdown**
  - **Foreign**
    - [https://aoprals.state.gov/web920/per_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)
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➢ Day Trip Reimbursement

➢ Travelers without meal receipts are reimbursed $5.00 for breakfast and $12.00 for dinner.

➢ Travelers with meal receipts are reimbursed up to the maximum amount of the meal per diem allowance for the particular area of travel.

➢ All day trip meal reimbursements are reportable as income to the IRS.
State Travel

➢ Forms

➢ State Travel Voucher, for State employee reimbursement use **AC 132**
➢ Travel Voucher Form and Instructions

➢ State Automobile Statement, Submit with travel voucher when personal car mileage is claimed. **AC 160**
State Travel

- **Rental Vehicle vs Personal Vehicle, Which is More Cost Effective?**
- When traveling on behalf of Stony Brook University, travel should be by the most efficient and cost-effective method of transportation available in the best interest of the State.
- The Office of General Services (OGS) has Rental Vehicle agreements with Enterprise and Hertz. To assist travelers in determining the most cost effective method of transportation, “Trip Calculators” can be located at: [http://www.ogs.ny.gov/bu/ss/trav/calculators.asp](http://www.ogs.ny.gov/bu/ss/trav/calculators.asp)
- Supervisors should review travelers’ itineraries in advance to ensure that the most economical method of travel is used. Trip Calculator form should be attached.
- When supported by proper justification, **personal vehicles** may be used when common carrier or rental vehicle transportation *is not available or cost effective*. The justification, submitted with supervisor approval, must clearly state as to why the use of the personal vehicle was the most cost effective option. Mileage will be reimbursed in accordance with the current standard IRS Mileage rate.
Travel Reimbursement Reminders

- Original receipts are required for all travel reimbursements. Personal credit card statements alone are not an acceptable form of payment since they do not provide transaction details.
- Submit original passenger receipt or E-ticket with itinerary and proof of payment.
- NYS sales tax is not reimbursable. Submit a tax exempt form to vendor for lodging, car rentals and all other travel related expenses.
- Over the maximum justification is required when lodging exceeds the allowable per diem rate. This must be approved by the traveler’s supervisor and account manager. The hotel rate will automatically be adjusted to the government rate without a justification.
- Registration fees require a registration form and proof of payment.
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➢ Travel Reimbursement Reminders cont’d

➢ Attach a program or brochure indicating conference dates, location and agenda.

➢ If meals are provided by the conference the meal per diem cannot be claimed unless for medical/religious reasons.

➢ Business call justification should include business purpose and party called.

➢ When personal vehicles are used for travel in lieu of a common carrier, the traveler must provide a justification. The justification submitted with supervisor approval must clearly state as to why the use of a personal vehicle was the most cost effective option.

➢ Justification for additional expenses related to airline travel such as excess baggage fees, and airline change fees will be required for reimbursement. Travel Insurance is not an allowable expense.

➢ Include a telephone number or email where a contact person can be reached should the Travel Office have any questions
In Destination Field of the Travel Voucher, N.Y. State now requires that you enter the Street Address, Zip and State of the Conference you are attending. This Destination is required of all State employees when they are traveling to another location where they will be attending meetings, conferences, training, etc.

This is not the location of the hotel where you are lodging, but the actual destination of your working location.
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➢ Contact Information

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➢ Porshia Russell 2-6019
➢ Joy Murphy 2-6004
➢ Angela Fink 2-6003
➢ Nicola DeMeo 2-2114
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Questions ?

Thank you for attending