

## State Travel

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The purpose of the State Travel Manual is to help employees understand and apply the State's travel rules and regulations and to provide instructions regarding reimbursement for expenses while in [Travel Status](#). The Office of the State Comptroller (OSC) sets rules and regulations for reimbursement of expenses incurred while traveling on official State business. As an employee traveling on behalf of the Stony Brook University, you are performing a valuable service. At the same time, it is your responsibility to spend this travel money as efficiently and economically as possible. The basic rule to remember is that when an employee travels on official State business only actual, necessary and reasonable business expenses will be reimbursed, or should be incurred.

### **Travel Pre-Approval Requirements**

Employees must obtain approval of their supervisor prior to traveling. Effective March 12, 2020, all travel must be pre-approved by the respective Dean or Vice President and Provost or Senior Vice President using the [Travel Pre-Approval form](#). **Travel arrangements should not be made until such approval is obtained.**

**You must include a copy of the approved form when submitting your Travel Reimbursement voucher.**

<https://www.asa.stonybrook.edu/asa/ASAForms/Department/PROC/Document/PROCF0005>

### **Traveler's Responsibility**

- Know & understand Stony Brook University's travel rules and regulations
- Complete and submit your expense reports (travel voucher) accurately and timely
- Know your official station (usual work location) 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 University
- 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 and documentation when submitting expense report. When attending a conference or meeting of an association or organization, seminar, training workshop, or similar event, a copy of the official program for the event must be submitted with the travel voucher
- 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
- Do not claim meals when provided for by a conference or third party
- 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 Stony Brook University's travel rules and regulations
- Know your staff's official station (usual work location) 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 University
- Verify that expense reports are within allowable rates and all required documentation is included and that expenses are actual, reasonable and necessary
- Certify that the traveler has not claimed meals if provided by a conference or third party
- Review and approve expense reports in a complete and timely manner and forward to the Procurement/Travel Office

## Determining Travel Status

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. Employees must obtain appropriate approvals prior to traveling.

## Official Station

- 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 office 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.

## Travel in Proximity of Official Station or Home

When an employee is assigned to work at an alternate work location which is less than 35 miles from their home or official station, the employee is **not** considered to be in travel status, but rather is considered to be traveling in the proximity of his or her official station. The term **proximity** refers to travel distances of less than 35 miles. When traveling in the proximity of home or official station, an employee using a personal vehicle is entitled to reimbursement of transportation expenses associated with travel as outlined below:

- from home to an alternate work location
- between the official station and an alternate work location
- between alternate work locations
- from an alternate work location to the employee's home

When travel is from an employee's home to an alternate work location, or from an alternate work location to home, transportation expenses must be reimbursed at the Internal Revenue Service (IRS) mileage rate using the **lesser** of:

- 1) Mileage between the employee's home and the alternate work location, or

## 2) Mileage between the employee’s official station and the alternate work location

This reimbursement method is called the “lesser of mileage rule.”

When travel is between an employee’s official station and an alternate work location, or between two or more alternate work locations, transportation expenses must be reimbursed by payment for the actual mileage between such locations, multiplied by the IRS mileage reimbursement rate.

Reimbursement for travel in the proximity of the home or the official station is subject to the audit of the Travel Office, Internal Audit, SUNY, and the Office of the State Comptroller (OSC). **No transportation costs will be allowed between any employee's home and their official station.**

### **Overnight Travel Reimbursement Allowances**

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.

#### **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.

#### **Current Flat Rate Per Diem Allowance** (includes Lodging/Meals and Incidentals)

<b>Destination</b>	<b>Per Diem</b>
New York City, Nassau, Suffolk, Rockland and Westchester counties	\$50
Albany, Binghamton, Buffalo, Rochester, Syracuse, and their respective surrounding metropolitan areas	\$40
All other locations in New York State	\$35
Out of state	\$50

## Addition or Reduction of Meal Allowances

When the traveler is using the [Overnight Un-receipted Method](#) but is not eligible for the full meal allowance per diem (according to the [meal eligibility requirements](#)), the traveler will receive the per diem *less* the allowance for the meals as listed below. Likewise, if the traveler is entitled to an *additional* breakfast on the first day of travel or an *additional* dinner on the last day of travel (according to the [meal eligibility requirements](#)) the rate schedule below can be used.

Destination	Breakfast	Dinner
All locations	\$5	\$12

## 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.
- **Lunch is not reimbursable**

## 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.
- 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. Receipts are not required to claim meal per diems.
- 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. . The meal per diem allowance is apportioned for breakfast and dinner. Please click on [Per Diem Meal Allowance](#) to view the breakdown between breakfast and dinner.

**Domestic Per Diem Travel Rates:** look up the total meal per diem from the GSA site <https://www.gsa.gov/travel/plan-book/per-diem-rates> then go to the [Per Diem Meal Allowance Breakdown](#) to calculate Breakfast and Dinner. (Do not use the breakdown on the [GSA site](#)).

For example, when looking up the meal per diem for Albany, NY the GSA site shows:

**GSA Site: Total Meal Per Diem for Albany is \$61**

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses
Albany	Albany	\$61	\$14	\$16	\$26	\$5

Now go to the [Meal Allowance Breakdown site](#) for the breakdown (do **not** use the breakdowns on the GSA site)

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

**October 1, 2018 – September 30, 2019**

Meals and Incidental Expenses Total	Breakfast	Dinner
\$76	\$15	\$61
\$71	\$14	\$57
\$66	\$13	\$53
\$61	\$12	\$49
\$56	\$11	\$45
\$55	\$11	\$44

**Foreign Per Diem Travel Rates:** If a traveler is not entitled to the full meal per diem, the allowance is divided into 80% for dinner and 20% for breakfast.

[https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)

- 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. **Lunch is not reimbursable.**
- Additional per diem for breakfast and or dinner will be reimbursed up to the maximum amount of the meal per diem allowance specified for the particular area of lodging.
- When a meal, such as a breakfast, dinner, banquet or buffet, is included or provided at a conference, the meal is not reimbursable. The conference agenda must be provided to confirm that meals are not included.
- **Resort Fees:** Maximum lodging rates are inclusive of any resort fees charged by the hotel. When booking a room, always ask if there is a resort fee and if it's required. If it is not required, deny the fee. If required, the resort fee needs to be factored into the nightly cost to determine if the rate is over the per diem. See example: Based on the location of Scottsdale, Arizona, the maximum nightly per diem for lodging is \$121. If the hotel indicates that they have rooms at the per diem rate of \$121, but they also charge a nightly resort fee of \$25, the total room rate would be \$146. This hotel would now be over the per diem rate. In this situation, the traveler should be looking at other hotels in the area, or

must be able to justify the cost above the per diem, seeking prior approval from a supervisor/account manager.

- Maximum lodging rate exclude taxes. For travel within New York State, a Tax Exemption Certificate (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.

### **NY State and Local Sales and Use Tax Exemption Certificate ST-129**

[https://www.tax.ny.gov/pdf/current\\_forms/st/st129\\_fill\\_in.pdf](https://www.tax.ny.gov/pdf/current_forms/st/st129_fill_in.pdf)

- On occasion, travelers may be unable to find a hotel at a rate that does not exceed the maximum federal lodging per diem rate for the location of travel. If that occurs, travelers must obtain prior approval from their supervisor and account manager to exceed the federal lodging per diem rate. Evidence of approval must be submitted with the Travel reimbursement request.

## **Per Diem Meal Allowance Breakdown**

To view, click link below:

[Per Diem Meal Allowance Breakdown](#)

## **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. Please refer to the [Per Diem Meal Allowance Breakdown](#) chart for current meal breakdowns. **Day trip meal reimbursements are reportable as income to the IRS. Lunch is not reimbursable.**

## **Meals and/or Lodging Provided by Agency/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. (If the meals and/or lodging are provided by a third party, there may be ethics considerations that should be discussed with your agency's ethics officer before the conference or event takes place). 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.

## **Miscellaneous Expenses**

Only actual, reasonable and necessary business-related expenses will be reimbursed, and such expenses must be properly indicated and justified on the expense report.

### **Reimbursable Expenses**

Business-related expenses such as: Business Telephone calls, Internet Connection Fees and Baggage Fees may be reimbursed.

### **Non-Reimbursable Expenses**

Personal, non-business related expenses such as: Speeding fines, parking tickets, Laundry, Entertainment (e.g., theater tickets, in-room movies, banquet tickets), and transportation to and from meals are not reimbursable. In addition, early bird check-in charges, seat upgrades, or airline/trip insurance are not permissible for reimbursement.

## **Conference Considerations**

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 account manager 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.
- Rental cars are generally not reimbursable when staying at the hotel conference site. Shuttle/taxis are a more cost effective method of transportation when traveling between the airport and conference site
- Transportation costs for meals from the hotel and back are not reimbursable

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. If the meals and/or lodging are provided by a third party, there may be ethics considerations that should be discussed with your agency's ethics officer before the conference or event takes place.

## **Conference Travel Parameters**



## **Travel Times**

### **Domestic:**

If an employee is traveling on University business, they should be given a reasonable time frame to reach their intended destination. In some cases they must leave the day before in order to prepare for presentations or participate in conferences. As long as their supervisor has approved the travel, and it is deemed fair and reasonable, this should be allowed. At the conclusion of the conference, the traveler should make the most concerted effort to obtain return travel on the same day if the option is available. If not, return travel should be arranged as early as possible the next day, so as not to incur any additional travel expenses.

### **Foreign Travel:**

In most cases of foreign travel, the same expectations as above should be met. In addition, the University should take into consideration the loss of calendar dates flying over various time zones when traveling internationally.

## **Business Travel Combined with Personal Travel**

Reimbursement or payment is not permitted for expenses for personal travel combined with business travel or personal expenses incurred while in business travel status. Costs attributable to personal expenses, such as extended hotel stays, auto rentals, transportation, meal costs, or other personal incidentals that are not qualified for reimbursement under the University Policy for business travel, must not be submitted for reimbursement, or if included with business expenses, must be identified and deducted from the request for reimbursement.

Reimbursement for travel costs from the home site to the business venue, or vacation site, will be reimbursed at the lesser of the two costs. Cost comparisons must be presented. At completion of business, the traveler will be reimbursed for the return to their home site from the business site, or the vacation site, whichever is less. Again, cost comparisons must be presented.

## **Foreign Travel**

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](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.

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.

Expenses directly related to lodging and meals are included in the per diem allowance. In addition, some expenses unique to foreign travel may be reimbursed. Examples of some of these expenses include:

- Passports
- Visa fees
- Cost to convert currency
- Travelers' checks fees
- Departure taxes

## **Transportation**

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 may be incurred and are reimbursable.

## **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, 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.

\*Seat upgrades are not allowed unless due to a medical disability or special need, which must be documented and on file with Human Resources.

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 Class Policy

- 1- All official domestic business travel within the U.S. 50 contiguous states must be reserved at the lowest applicable coach class air fare.
- 2- 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 Policy

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](#) and your Travel Voucher when submitting for reimbursement.

- 1- 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.
- 2- 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. Certification statements must include at a minimum:
  - A. A written statement by a competent medical authority stating that special accommodation is necessary;
  - B. An approximate duration of the special accommodation; and
  - C. A recommendation as to the suitable class of transportation accommodations based on the disability.
- 3- 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.*

### Methods for purchasing State funded Airfare

- **Tickets may be purchased out of pocket and reimbursed on a travel voucher** through the normal department approval process. When submitting a reimbursement request, proof of payment and a copy of the itinerary must be attached to the travel voucher along with the pre-approval travel form if applicable.
- **Tickets for State Employees may be purchased using a State Individual Travel Account (ITA) through the Euro-Lloyd Travel Agency.** Approval to obtain an ITA account will require the approval of your Supervisor, Account Manager and respective Vice President/Dean. The ITA will be issued in the employee's name, and the account number will be stored with Euro Lloyd in the Traveler's profile. Once the ITA account has been established, call Euro-Lloyd at 2-7799 to order tickets. **The ITA account can only be used for State employee named on the account.** A Travel [Pre-Approval form](#) is required if the total travel event is over \$500. This should be attached to your Travel Voucher when submitting for reimbursement.

- **Tickets for visitors, candidates and non-State employees such as RF Employees, can be purchased through Euro-Lloyd Travel Agency using a Non-Employee Travel account (NET).** In order to purchase tickets using State funds, a department must set up a NET account. Approval to obtain an NET account will require the approval of your Supervisor, Account Manager and respective Vice President/Dean. This account must be set up in the name of a State employee, this individual is then responsible for purchasing tickets for non-employee travel, and the account cannot be used for the account holder's individual use.

*To obtain either an ITA or NET account, contact Joanne DeSantis, Travel/NET Card Administrator @ 2-4031.*

## **Traveling by Amtrak**

The New York State Office of General Services has negotiated a standard fare with Amtrak whereby the one-way fare between the Albany/Rensselaer and New York City's Penn Station is not to exceed \$65 for all New York State government employees travelling on state business.\* Travelers may purchase Amtrak tickets at this rate at an Amtrak station using an official NYS ID. \*NYS Government tickets are not valid on the Lakeshore Limited (48/49).

### **AMTRAK Government Fare Rules:**

The following Amtrak fare rules apply for New York State Employees traveling on government fares:

- Passenger must show proof of New York State Government Employment, if an employee fails to provide the proper identification – they will be required to purchase a full fare ticket on board.
- Passenger must be traveling on New York State Government Official Business.
- Effective September 6, 2016, there will be a train number and passenger name listed on every Amtrak ticket.
- The NYS Government employee must travel on the train specified on the ticket they have in their possession OR have the ticket altered to reflect the new travel itinerary.
- The ticket must be altered PRIOR to the departure of the original train listed on the ticket.
- Methods available to modify **e-ticket purchased through Amtrak station:**
  - Amtrak ticket counter
  - 1-800-USA-RAIL (1-800-872-7245)

### **Normal refund rules apply:**

- Cancelled more than 8 days prior to departure – full refund, no fee.
- Cancelled 8 days or less, up to departure – refund less 25% fee OR full value to eVoucher.
- No-show – Forfeit all funds.

## **Personal Vehicle (POV)**

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. 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.

When a vehicle is required for travel trips over 100 miles and there are no State vehicles available, employees are to determine the most economical method of transportation; a rental vehicle or a POV. To assist travelers in determining whether a rental vehicle or POV is the most cost effective method of transportation, a "[Trip Calculator](https://www.ogs.ny.gov/bu/ss/trav/calculators.asp)" tool can be used and is located at: <https://www.ogs.ny.gov/bu/ss/trav/calculators.asp>

Employees who choose to use their POV when a rental would have been more economical, will be reimbursed at the lesser of the two costs. The [trip calculator](#) tool provides the allowable mileage to be claimed when using this approach. When supported by proper justification, personal vehicles may be used due to extenuating circumstances. The justification, submitted with supervisor approval, must clearly state why the use of the personal vehicle was the most cost effective/efficient option. Mileage will be reimbursed in accordance with the current standard IRS mileage rate at the time of travel.

The following IRS mileage reimbursement rates are in effect based on the date of travels.

<b>Effective January 1, 2020</b>	<b>\$0.575</b>
Effective January 1, 2019	\$0.58

For un-receipted expenses such as mileage travelers are required to document their mileage using the [AC-160 form](#).

**NOTE:** Effective Jan 1, 2020 State Relocation moving expense mileage reimbursement is \$0.17 per mile. The rate for 2019 was \$0.20 per mile. These rates are in accordance with IRS regulations.

## **Mileage Rates**

The following IRS mileage reimbursement rates are in effect based on the date of travels.

<b>Effective January 1, 2020</b>	<b>\$0.575</b>
Effective January 1, 2019	\$0.58

For un-receipted expenses such as mileage travelers are required to document their mileage using the [AC-160 form](#). **NOTE:** Effective Jan 1, 2020 State Relocation moving expense mileage reimbursement is \$0.17 per mile. The rate for 2019 was \$0.20 per mile. These rates are in accordance with IRS regulations.

## **State Vehicle**

If available, State vehicles should always be considered when the use of an automobile is required. Gasoline and other necessary expenses incurred while a State vehicle is being used for business purposes will be reimbursed. Emergency expenses, if justified, will be reimbursed.

## **Rental Vehicle**

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

<https://www.ogs.ny.gov/purchase/snt/awardnotes/7200122273ContractorInfo.pdf>

When renting a vehicle for State business, the traveler should rent in the name of New York State 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.

**The NYS contract provides:**

**Unlimited mileage**

**Young Renter:** Minimum rental age at most locations is 18 for travelers renting vehicles for official business purposes. No additional charges will be assessed for youthful drivers.

**One-Way Fee:** No additional fees for one-way rentals within 500 miles of renting location. For one-ways greater than 500 miles, a \$125 fee will be added to the rental. One-ways subject to availability

**Early Pick Up:** Within New York, travelers are allowed to pick up a rental vehicle at any home-city location, during the last hour of Enterprise Rent-A-Car's business day and have the charges start the very next day at 8:00am This holds true for weekend travel also, (i.e. Pick up Saturday during last hour of business, charges start Sunday morning at 8:00am)

**When renting from Enterprise or Hertz insurance is included in the rental rates.**

**Driver Protection Products in the U.S.**

**Damage Waiver (DW):** Full coverage with \$0.00 deductible included in rate list.

**Liability:** 1,000,000.00 CSL included in rate list.

If travelers are **unable** to rent from one of the NYS contracted companies LDW (Loss Damage Waiver) or CDW (Collision Damage Waiver) must be purchased and is reimbursable when traveling on business. 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.

**Tax Exempt in New York State:** When renting under the contract and picking up your rental, the traveler **must** present their University ID and remind the counter agent to remove all NYS taxes from your rental agreement. The renter must also present the [AC-946 Tax Exemption Certificate](#) to the agent. Always review your agreement before leaving to ensure all NYS taxes have been removed. Travelers who pay NYS taxes must obtain a credit from the rental company or reimburse the University directly through other funds.

**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 Enterprise at <https://www.htallc.com/en/tollpass>
- Print toll expense receipts when renting a car from Hertz at <https://www.platepass.com/receipt/>
- Any use of the car rental period for personal use must be reimbursed back to the University.

### **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 by visiting [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 by visiting [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)

### **Parking and 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**

Travelers must provide receipts with expense reports in accordance with the chart below\*:

<b><u>Expense Type</u></b>	<b><u>Documentation Required</u></b>
Charge on the State Travel Card	Receipt

Transportation by Common Carrier (e.g., train, bus, airplane, subway)	Ticket stub if purchase price is printed on the stub; receipt and ticket stub if purchase price is not printed on the stub
Taxi	Receipt
Rental Car	Receipt showing time of return
Tolls - EZ Pass	EZ pass statement with applicable charges indicated
Tolls - Cash	Receipt
Gas	Receipt
Day Trip Meals - Receipted	Receipt
Hotels - Receipted	Receipt
Miscellaneous and incidental expenses	Receipt

The Travel Office has the discretion to, on occasion, allow reimbursement if a receipt is missing. If you have lost a receipt and are unable to obtain a copy fill out the [Missing Receipt Affidavit](#) form and submit along with your Travel Voucher. Please note that this form cannot be used for hotel, airfare, Amtrak, car rental or Uber as copies can easily be obtained. Repeated use of the form may result in possible Travel restrictions or non- reimbursement.

### **Employee Reimbursements:**

How State Employees receive their Travel Expense Reimbursements

All travel/expense reimbursements to New York State employees are tied to their method of payment in the NY State payroll system.

- Employees that receive part or all of their pay in a check will receive a check for their travel expense reimbursements. The check will be mailed to the same address that appears on the employee's paycheck. If this address is no longer active employees must contact Human Resources to update their address. Travel reimbursement checks **will not** roll into an employee's paycheck, separate checks will be issued.
- Employees who have their full paycheck directly deposited into one bank account will have their travel expense reimbursements deposited into the same account. Travel expense deposits **will not** roll into an employee's paycheck direct deposit; separate deposits will be made. The deposit should be from NYS Treasury. Please check your bank account carefully on the status of the reimbursement.
- Employees who have their paycheck direct deposit split against multiple bank accounts will have their travel expense reimbursements deposited into the account where the balance/excess of their pay goes.

Employees will not receive any notification from the NYS Treasury that a direct deposit has occurred; they are advised to be aware of the forthcoming deposit based on travel expense reimbursements submitted to the Procurement/Travel office.

Employee reimbursements for travel expenses are process and paid on an ongoing basis and do not follow the payroll schedule.



## Domestic Travel Restrictions

### **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 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.

## Foreign Travel Restrictions

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](#)

## Stony Brook University Travel Account Program

### **Stony Brook has two types of Travel Accounts:**

#### **1. Individual Travel Account (ITA)**

An ITA account can be issued to all State employees who are expected to travel using State Funds at least once a year as part of their job. **The ITA account can only be used to pay for Airline tickets or Amtrak tickets of the State employee named on the account and no other individual.** The traveler must be in Official Travel Status, defined as when the employee is more than **35 miles** from both their home and official station.

#### **2. Non-Employee Travel Account (NET)**

A NET account can be issued to a State employee designated to arrange Airfare or Amtrak tickets for non-employees who are expected to travel using State Funds, the account **cannot be used for the employee's own travel.** Airfare/Amtrak tickets can be purchased using the NET account for:

- Undergrad and Graduate Students
- Research Foundation (non-State) employees
- Visitors coming to the University

Approval to obtain an ITA and or NET will require the approval of your Supervisor, Account Manager and respective Vice President/Dean. The ITA/NET will be issued in the employee's name, and the account number will be stored with Euro Lloyd in the Traveler's profile. Once the ITA/NET account has been established, call Euro-Lloyd at 2-7799 to order tickets.

Applications must be submitted to the Procurement/Travel Office.

[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 \(NET\)](#)

Account holders are responsible to **reconcile** all associated travel expenses and submit a Travel voucher within 30 days of the last date of the travel event. If your only expense is the airline or Amtrak ticket purchased using your ITA or NET account, you must still reconcile and submit a zero dollar Travel Voucher. When reconciling airline or Amtrak tickets, indicate on the voucher that tickets were purchased at no cost to the traveler through EuroLloyd, using either an ITA or NET account. Each trip must include a business purpose and be substantiated with a conference brochure, agenda, or meeting/recruitment itinerary, etc. Each expense must be **justified and include a paid receipt**. Suspension and/or Revocation of the traveler's account may occur if there are delays in submitting Travel vouchers or failure to comply with OSC Travel Manual, Stony Brook University Travel Guidelines and Stony Brook University Procedures and Guidelines for ITA or NET accounts.

*To obtain either an ITA or NET account, contact Joanne DeSantis, Travel/NET Card Administrator at 2-4031.*

### [Reimbursement of Relocation Expenses](#)

Reimbursement of relocation is a reportable expense and is subject to Internal Revenue Service (IRS) tax guidelines.

If authorized full time State employees appointed to a period of more than one year may be reimbursed for the actual moving costs of household goods, personal effects and transportation costs. No reimbursement shall be provided for household goods and personal effects in excess of 12,000 pounds. The appointee should select a carrier that is registered with the Department of Transportation. If a private mover is used, three written estimates must be obtained; the lowest of which will be used for reimbursement.

**Claim for reimbursement must be submitted within one year of the effective date of the appointment.**

In the event that an appointee resigns or voluntarily separates within one year of the effective date of appointment, the employee is mandated to reimburse the campus for all relocation expenses paid.

#### **Relocation Expenses Eligible for Reimbursement**

- Basic cost of moving household goods.
- Basic cost of rental of trailers or trucks.
- Cost of packing and/or unpacking of household goods or personal effects if such services are provided by the carrier.

- Cost of transportation of the appointee and his/her family to the new location at the current IRS rate for the use of personally owned vehicles. The mileage to be measured by the shortest highway route between two places of residence. Payment will be made for one vehicle only, or actual method of transportation used (e.g. airfare).
- Cost of additional insurance above the lowest valuation rate charged.

### **Relocation Expenses Ineligible for Reimbursement**

- Transportation of automobiles, boats and other motor vehicles.
- Household goods and personal effects in excess of 12,000 pounds.
- Temporary housing and pre-move expenses.
- Meals

### **Required Documents to be submitted:**

- Standard Voucher (AC 92) indicating state account number to be charged.
- Request/Agreement for Moving Expense Reimbursement (AC 1099-S) If the distance from your old place of work to new place of work, and from old residence to new place of work is less than 35 miles, the employee is not entitled to reimbursement.
- Relocation Expense Authorization (SUSB 1401C) with all appropriate approvals.
- All original receipts showing proof of payments including original Bill of Lading, Packing Slips, etc.
- Statement of Automobile Travel (AC 160), if requesting the cost of driving one personal automobile at the shortest route available. Effective January 1<sup>st</sup>, 2020 the current IRS mileage reimbursement rate is \$.17 per mile.

## **Interviewee Travel Costs**

The State allows reimbursement of interviewee travel expenses, (e.g., transportation, food, and lodging).

Travel reimbursement is permitted for both residents and non-residents of New York State. In no case, however, may reimbursement be made to interviewees residing fifty miles or less from the interview site.

Candidates or departments must prepare a travel voucher in accordance with standard campus procedures. The "Purpose of Travel" section should indicate that interviewee expenses are being paid. The appropriate Vice President/Dean signature will denote that all the requirements listed above are met and that the expense is allowable.

Reimbursement of interview travel expenses may be less, but not greater, than the travel allowances permitted state employees. No central funds are maintained for interviewee travel reimbursement. Respective departmental, dean or vice presidential funds should be used for this purpose.

Air travel arrangements set up by the Department must be booked through a non-employee travel (NET) account with Euro Lloyd.

It is possible for departments to arrange all travel plans for interviewees and have the University directly billed by the vendor for services. This makes it easier for both the department and the interviewee, as well as enables the department to control the travel lodging costs.

When direct pay arrangements are made, the department will receive the invoice from the vendor. Department should submit invoice on a non-encumbered payment form in WolfMart or submit a Standard voucher with invoice attached to the Travel Office. Voucher must indicate that payment be made directly to the vendor (hotel, travel agency, etc). Departmental personnel must ensure that State rates are not exceeded and that only reimbursable items are submitted for payment.

If meals are not directly paid by the department they must inform the interviewee that meal costs will be reimbursed up to the State per diem rates with itemized original receipts.

Ancillary costs associated with the candidate (such as travel to and from the airport) may also be reimbursed. Travel voucher forms should be submitted within 30 days of the travel event to permit timely reimbursement.

### **[Links:](#)**

#### **OSC Travel Manual**

<https://www.osc.state.ny.us/agencies/travel/manual.pdf>

#### **Domestic Per Diem Travel Rates**

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

**Foreign Per Diem Travel Rates**

[https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)

**Foreign Travel Restrictions**

[U.S. Department of State Alerts and Warnings Travel Site](#)

**OGS Passenger Vehicle Rental Contract**

<https://www.ogs.ny.gov/purchase/snt/awardnotes/7200122273ContractorInfo.pdf>

**Enterprise**

[https://legacy.enterprise.com/car\\_rental/deeplinkmap.do?bid=002&cust=JN0645](https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=JN0645)

**Enterprise Toll Expense Receipts**

<https://www.htallc.com/en/tollpass>

**Hertz**

[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)

**Hertz Toll Expense Receipts**

<https://www.platepass.com/receipt/>

**Trip Calculators (Personal Car vs. Rental Car)**

<https://www.ogs.ny.gov/bu/ss/trav/calculators.asp>

**Convert Foreign Currency**

<https://www.oanda.com/currency/converter/>

**Calculate Mileage**

<https://www.google.com/maps/search/google+maps+mileage+calculator/>

**Calculate Meal Allowance Per Diem Breakdown**

<https://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XIII/4/D.htm>

**Forms:**

**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)**

**Request/Agreement for Moving Reimbursement**

**Relocation Expense Authorization**

**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:**

**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.....2-2114

**Maureen McPhillips**, Travel Staff.....2-6058

**Euro-Lloyd Travel Agency** can be reached on campus by calling 2-7799 or at 212-629-5552  
or Toll Free at 800-445-4256