



Employee Quick Reference Guide to Securing Travel

To help you secure your travel arrangements we have prepared this brief summary of NYS travel regulations. For more specific information on NYS travel regulations please refer to the New York State travel manual at <http://www.lehman.edu/administration/business-office/documents/TravelManualasofDec2015.pdf> .

Please note that when an employee travels on official CUNY business, only actual, necessary and reasonable business expenses will be reimbursed. Therefore, it is expected that employees will always secure the most economic travel costs. In accordance with CUNY guidelines there must only be one expense report per trip.

The following is a quick reference guide as to what can be paid for and the necessary documentation.

Conference Registration – actual expense with receipt and/or confirmation

Transportation Expenses – Travelers should use the most efficient and cost effective method of transportation available. This means using a common carrier such as a train, bus, taxicab or airplane. Where possible, travel should be scheduled using NYS travel services contracts and/or coach accommodations when traveling by commercial air. Receipts are required.

If a more expensive method is used, approval from Finance Office is required before the travel occurs. The approvals from Finance must be in writing on a letterhead as they will be part of the travel record and must be submitted with the Travel Authorization and/or Expense Report.

Mileage – when using own car for State business, you will be reimbursed a specified rate for mileage. This rate includes all charges for gas, oil, maintenance, repairs and insurance on your car. No other charges will be reimbursed. The mileage rate can be found on the Internal Revenue Service website (www.irs.gov). Tolls will be reimbursed.

Parking – reimbursable; receipts are required

Car Service - Car or taxi service is allowed between airport to hotel and hotel to airport, also if lodging is different from the conference location to and from hotel to the conference site. Receipts are required.

Car Rental – There is currently a State contract with Enterprise Holdings & Hertz available for your use. You may seek reimbursement for car rental costs and fuel; mileage is not reimbursable. Insurance is a covered travel cost but optional services (e.g prepaid fuel) are not. If you choose not to use the state contract, you will need to document that you have received a reasonable rate.

Contract PS65506
Enterprise Holdings Inc
600 Corporate Park Drive
St. Louis, MO 63105
Contact Person: Andrea Houle
Tel. (518) 788-2100

Contract PS65507
The Hertz Corporation
225 Brae Blvd
Park Ridge, NJ 07596
Contact Person: Sean Reardon
Tel. (315) 527-7049



Lodging - City University of New York reimburses at the government rate for lodging. Upon booking a hotel, the traveler should always ask for the government rate even if it is a conference hotel. If the lodging rate exceeds the maximum per diem rates, the traveler must receive prior approval from the head of the Finance Office or they may be responsible for the difference. Government lodging rates can be found at <http://www.gsa.gov/portal/content/104877> . Receipts are required.

When an employee attends conferences sponsored by other than a state agency, if the lodging rate exceeds the maximum per diem rates, the traveler must receive prior approval from the head of the Finance Office.

No taxes should be paid within New York State. To obtain a copy of the College’s tax exempt certificate please contact Accounts Payable, Shuster 016 at X8263. For out of state travel, local and state taxes will be reimbursed in addition to the maximum daily lodging per diem. The State of New York encourages the use of WSCA/NASPO. This is a new State Contract and some of the benefits are:

- Participating hotel includes value added amenities (examples include breakfast, free parking, transfers, newspaper and others) in the rates
- Participating hotels offer a 4PM cancellation day of arrival and have no hidden fees property or online booking fees
- Program includes more than 10,000 properties with an easy-to use searchable data

More information can be found on the [WSCA Travel Center](#)

Another service available to all users is Fedrooms, at [Fedrooms.com](#)

Meals - CUNY and the State allows for a per diem rate for meals. If you choose the per diem rate for meals, receipts are not required. The per diem rates are apportioned between breakfast and dinner depending on location. Please note that these per diems include an allowance for incidentals (tips to bellman, hotel maids, porters, etc) and therefore these types of expenses are not reimbursable. Local per diem rates may be found on the General Services Administration website (www.gsa.gov). Please note that since the State does not reimburse for lunch, the rates on the GSA site are apportioned between breakfast and dinner (approximate 20%/80% ratio) as follows:

	Breakfast	Dinner
\$71 Meal Allowance	\$14	\$57
\$66 Meal Allowance	\$13	\$53
\$61 Meal Allowance	\$12	\$49
\$56 Meal Allowance	\$11	\$45
\$51 Meal Allowance	\$10	\$41
\$46 Meal Allowance	\$9	\$37

The meal per diem is apportioned on the first and last day of travel depending on your time of arrival and departure. To receive the full per diem on your first day, which includes the breakfast portion, you must leave at least an hour before your normal workday. To receive the dinner portion on your last day, you must return at least two hours after your normal workday. In addition, the meal per diems are prorated for any meals, breakfast and dinner only, provided by the Conference registration fee.



Please note that if you charge any meals to your Lehman College issued credit card, your reimbursement will be limited to actual costs incurred up to the daily per diem and you will not be eligible to receive the un-receipted daily per diem on that day.

Incidentals – Most incidentals are covered as part of the daily per diem. (See meals above) If the traveler should incur any other incidental (e.g. telephone, WiFi access) the business purpose must be documented on the employee’s expense report.

Foreign Travel

Travel outside of the continental United States is reimbursed based on the maximum per diem allowance established by the US Department of State. The foreign per diem rates are published monthly and are available on **Department of State Website**.

Foreign Travel rates provide for lodging costs up to a maximum amount and an allowance for meals and incidental expenses.

Expenses should be converted to American dollars, based on the exchange rate in effect during the period of travel. Passport fees, visa fees, and departure taxes which are unique expenses to foreign travel are reimbursable.

Travel Agency

Effective January 20, 2015 through January 20, 2020 New York State has a contract with Child Travel New York, Inc. travel agency that can assist you with all your travel needs. The benefits of this is that they will secure your arrangements within the state’s travel regulations removing any uncertainty for you. There is a small fee for this service, however, this fee can be claimed on your expense report. These travel agents will also accept the college issue Travel (T) Card for payment.

The current approved contract vendor information is:

CONTRACT #	CONTRACTOR & ADDRESS	TELEPHONE #	FED.IDENT.#	VENDOR ID#
PS66730	Child Travel New York, Inc. d/b/a Child Albany Travel A Direct Travel Company 30 Corporate Drive Clifton Park, New York 12065	518-292-9000 800-774-0655 www.dt.com	75-3203627	1000034499

General Rule Regarding Receipts – In general detailed receipts are recommended and **required** for any item that **exceeds \$75** and for **all charges** made to your employee issued credit card regardless of value.

Contacts – For further information regarding these guidelines please feel free to contact Accounts Payable at X8263. For assistance with securing travel or accessing state contracts please call Purchasing at X8261.