

Employee Quick Reference Guide to Securing Travel

To help you secure your travel arrangements we have prepared this summary of CUNY's travel regulations. For more specific information on NYS travel regulations please refer to the CUNY's Travel Guide at <https://www.lehman.edu/administration/otps/#::~:~:text=CUNY%20Travel%20Policy%20> (PDF)

Please note that as government employees we are expected to travel in the most cost-efficient manner. This is not only required by the state but also shows our commitment to use state taxpayer dollars as fiscally prudent as possible. As such, only actual, necessary, reasonable and justifiable business expenses will be reimbursed or paid for when on official CUNY business. Therefore, it is expected that employees will always secure the most economic travel costs. It is also expected that all employees will book their travel through CONCUR which is the official state website for booking travel and ensures that the traveler is receiving the best possible rate for their destination. Information on CONCUR can be found at the end of this document.

In accordance with CUNY guidelines there must only be one expense report per trip. Detailed receipts are required for most transactions and for all those charged to a state issued travel card.

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. For commercial travel, travelers must use OGS contracts with Delta, Southwest or American Airlines, only coach accommodations (reservation upgrades, seat selection, premium fares, extra leg room or ACELA train service are not reimbursed). Itemized receipts are required. Employees may only use noncontract fares when the fare saves \$200 or more per round trip, and only after having obtained prior approval from the Finance Office. One baggage fee per person is reimbursed, if not included in the fare.

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.

Amtrak – OGS has a fare agreement with Amtrak. Each one-way trip between the Albany/Rensselaer or Hudson stations and New York City's Penn Station is not to exceed \$68. Travelers may purchase standard coach tickets at this rate using one of the following:

- At an Amtrak station using an official NYS ID
- From the authorized CUNY travel agency (processing fee applies)

If travel plans change, tickets must be altered prior to the departure of the original train (via the Amtrak mobile app, ticket counter, phone, or travel agent).

Mileage – when using your personal vehicle 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. On account of this, there are no other additional reimbursements allowed for personal vehicle travel, with the exception of tolls and parking costs. The mileage rate can be found on the Internal Revenue Service website (www.irs.gov). Travelers must complete the Statement of Automobile Travel AC 160-S when claiming reimbursement for mileage. Completed form must be uploaded to the expense report. The College is not responsible for, and will not provide reimbursement for tickets incurred as a result of vehicle/parking/traffic violations, or moving while in travel status. All tickets are the responsibility of the driver.

<https://www.osc.state.ny.us/files/state-agencies/2017-11/agency-form-ac160s-fe.pdf>

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 – The current State contracts available for your use are listed below. 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.

Contract # PS68908	PS68982	PS68983
The Hertz Corporation	ELRAC, LLC*	SNORAC, LLC*
8501 Williams Road	1550 Route 23N	1320 Brooks Avenue
Estero, FL 33928	Wayne, NJ 07470	Rochester, NY 14624
Contact Person: Steven Cairo	Cindy Garvin	Cindy Garvin
Tel. 631-525-1748	732-919-1600 x248	732-919-1600 x248

Travelers should use the contracted Citibank Travel Card for payment as Collision Damage Waiver (CDW) insurance is included. If you choose not to use the state contract, you will need to document that you have received a reasonable rate.

Lodging - City University of New York reimburses at the government rate for lodging. Upon booking a hotel, the traveler must 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 submit a request to exceed the hotel allowance form for prior approval to the head of the Finance Office (AVP for Financial Operations) with appropriate documentation justifying the reason for exceeding the maximum allowable rate. When requesting to exceed the maximum rate travelers are also expected to show that the rate being requested is also the most economical rate for their destination and the fact that the hotel is a conference hotel does not guarantee approval. All requests must be submitted and approved prior to booking the hotel. Government lodging rates can be found at <http://www.gsa.gov/portal/content/104877>. Receipts are required.

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. When completing the request to

exceed the government rate, taxes do not need to be included. The approval is based on the base rate only.

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 as long as the traveler provides the hotel folio. 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. 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. For this reason, we recommend that persons who wish to claim the per diem do not charge any meals to their travel card while in travel status.

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, Wi-Fi access) the business purpose must be documented on the employee’s expense report. Reimbursement of such items is not automatic and must be documented and have a justified business purpose

Foreign Travel

Please refer to CUNY’s Travel Guidance during pandemic for updates to the travel guidelines as it relates to Covid 19 before booking or making any financial commitments.

[Travel Guidance – The City University of New York \(cuny.edu\)](http://cuny.edu)

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 incidentals.

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.

Making Travel Arrangements through CONCUR

CUNY has a contract for Travel Management Services with Child Travel. Child Travel has an online travel reservation system known as CONCUR (CUNY CONCUR) which offers online travel reservation services for flights, hotels, and car rentals as well as agent assisted reservations. The benefit 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. All official travel events must be booked via Child Travel/CUNY CONCUR and can be used by all CUNY employees. Travelers without a State issued travel card, can use their own personal card.

CONCUR ensures easy booking process for all New York State travelers and automatically includes government rates, when available, for both airlines and hotel reservations. CONCUR mirrors other common online reservation websites such as Expedia, Orbitz, etc.

To register with CONCUR please follow the step-by-step instructions provided on the "CUNY CONCUR Self Registration" letter

<https://www.lehman.edu/administration/otps/documents/CUNYCONCURSELFREGISTRATIONLetter.pdf>

Travel Cards (Tax-Levy employees only)

The State of New York Travel Card Program (T Card) was created to provide full-time employees with a mechanism to pay for travel expenses while traveling on official State or Collegiate business. The card holder is responsible for the use of their Travel card which should only be used for their own expenses when traveling. Eligible travel related expenses that may be charged to the T Card include:

- Conference Registration Fees
- Lodging
- Airfare
- Car Rental
- Gas for card rental (not for personal vehicle)
- Baggage Fees (Limited to 1 each way)
- Train and bus tickets
- Car Service
- Parking
- Meals (must provide receipts and limited to the daily per diem rate)

To apply for T Card, please send an email to business.office@lehman.cuny.edu so that we can review your request and guide you through the application process.

Contacts

For further information regarding these guidelines, please feel free to contact Accounts Payable at X8263

For assistance with accessing state contacts, please contact Purchasing at X8261.