Guidelines For Travel Procedures And Reimbursement
For PDAC Award Recipients

Below are standard procedures in accordance with the NYS guidelines:

- Travelers are required to submit a Professional Travel Request (PN803) form with estimated or actual travel costs prior to leaving. This form must be signed and approved by the Department Chair and Dean.

- Upon the traveler’s return, a completed Travel Voucher (AC132) form, signed by the appropriate Dean, along with original receipts should be submitted to the Office of the Provost (Namm 320) and then forwarded to Accounts Payable for processing. The voucher shall show purpose of travel, dates and items of expenditure, points between which travel occurred, and times of departure and arrival. Vouchers must be submitted on a timely basis. Records/receipts can be lost and memories grow dim when there is too much time between travel and submission of travel expenses.

- Travel should be by the most economical method. Coach and excursion fares should be used whenever possible. The traveler's boarding pass and receipt shall accompany the traveler's expense voucher. Air travel should be used only in those instances where it is clearly in the best interest to do so. *Customary and reasonable tips for porters or sky caps are allowed.

Receipts:
- Tape all receipts neatly to an 8 ½ x 11 sheet of paper.
- Receipts should clearly illustrate accurate charges and dates.
- Receipts and invoices charged to credit/debit cards must display proof of payment (i.e., $0.00 balance; xxxxxxxxxxx1234); otherwise a copy of the original statement will be required.

Meals:
- Receipts for meals are reimbursed for breakfast and dinner only.
- Claims for meals submitted without receipts are allowed the State per diem rates of $5 for breakfast and $12 for dinner. Per diem rates submitted with receipts vary according to each state.
• Faculty will be allowed their expenses for meals and lodging on Saturdays, Sundays and holidays while engaged in work in the field. When authorized, faculty will be reimbursed for expenses incurred while returning home over the weekend or on holidays.

Auto:
• Reimbursement for use of personal automobile will be for mileage only.
• A Statement of Automobile Travel (AC160) form must be completed. The current mileage rate for NYS is .55 cents per mile.
• Charges for gasoline, accessories, repairs, depreciation, anti-freeze, towage and other similar expenditures will not be allowed for personal vehicles.
• Additional subsistence expense incurred as a result of using a personally owned vehicle when such is not in the best interest of the State shall be disallowed.

Rentals:
• When reimbursement is sought for the expense of using a rental vehicle, the appropriate receipt must be submitted with the Travel Voucher.
• Reimbursement will be allowed for a period not to exceed 10 days for rental vehicles used within NYS. There is no time limitation on rental vehicles used for out-of-state travel.
• Charges for gasoline for rental vehicles will be reimbursed.

Lodging:
• Original receipts for hotel, apartment, rooming house, specifying date of occupancy and rate paid are required.

Miscellaneous and Conferences:
• Receipts are not required for miscellaneous expenses under $75 such as tolls on toll roads, bridges and tunnels, reasonable parking charges, taxis and local bus or subway fares.
• Claims for reimbursement for long distance telephone calls for official business will be reimbursed.
• Charges for transfer of baggage will be reimbursed.
• Expenses incurred when attending a conference or meeting of an association or organization, a seminar, or a similar event shall be accompanied by a copy of the official program for the event. Original receipts and sufficient information to justify both the travel and other expenditures are required.
• The expense of acquiring necessary supplies or other necessary and reasonable charges incidental to travel may be allowed.

Non-Reimbursable Expenses:
• Any person traveling by an indirect route shall assume any extra expense incurred.
• Expenditures for laundry, valet service, entertainment, and other personal charges will not be reimbursed.
• Meals and lodging within the immediate vicinity of a traveler’s Official Station or place of residence are not normally allowed.

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Foreign Travel:
- Receipts submitted with foreign currency must be converted on a separate sheet before submitting the Travel Voucher for processing.

Deans Office Responsibilities:
- Ensure that faculty members fully complete Professional Travel Requests.
- Ensure that faculty members fully complete PDAC proposal requests.
- Submit all original documents to Namm 320. Make all necessary copies.
- Once PDAC allocations have been made, notify Latrice Goss of all amounts from your area to be applied to each traveler's Professional Travel Request. Copies will be submitted to each respective department.

*Accounts Payable will verify that claims for reimbursement fall within the guidelines set by the Office of the State Comptroller, that the dates and times on the receipts are within the approved time of travel, and that the allowances for meals and the rates for lodging and transportation are within the state travel rules and regulations. The total amount of the claims must be equal or less than the amount approved on The Professional Travel Request form (PN803).