PROCEDURE P-6200

TRAVEL

Procedure Category: Finance and Business Services
Area of Administrative Responsibility: Finance
Effective Date: March 22, 2017
Amendment History: July 8, 2026

Contents:

SUMMARY

The procedures listed below are promulgated to ensure that the College is in full compliance with its Travel Policy (Policy 6200).

PROCESS

A. A Travel Authorization Request shall be completed by the traveler for all College-related travel, regardless of whether reimbursement of travel expenses will be requested. Department heads are authorized to approve such travel requests for employees under their supervision, to be subsequently approved by the appropriate Vice President or a member of the President's Cabinet. All such approvals shall be prior to the commencement of the travel, unless extenuating circumstances can be documented.

All travel must be approved and requisition entered into the College's E-procurement system ("MyMarket") prior to commencement of the trip. A complete agenda of the meeting or conference or other documentation as to purpose shall be submitted with the Travel Authorization Request. Included on the Travel Authorization Request shall be a detailed purpose for such travel.

Approval of a Travel Authorization Request authorizes the employee to travel on College business but does not, by itself, constitute approval of reimbursement. Reimbursement is subject to compliance with this procedure, including timely submission of a complete Travel Claim Voucher and all required documentation.

Subsequent to the completion of the travel and submitted together with the employee's travel claim voucher, shall be included an accurate, complete and detailed "Summary Report of Travel". This report shall include the total cost (reimbursement) being claimed, as well as detail of the conference attended or subject matter discussed and why the traveler believes the trip was beneficial. The travel claim voucher and back-up documentation must be emailed to invoices@nassau.unimarket.com within three (3) weeks of the completion of the travel. Failure to submit a complete and accurate travel claim within this timeframe may result in delayed or denied reimbursement.

Exclusions: Employees on leave from the College, including but not limited to Sabbatical leave, are not eligible for travel reimbursement.

1. Mode of Travel:

   Generally, the mode of travel shall be by the most economical conveyance that does not cause an undue hardship on the traveler in terms of time and safety.

   a. Automobiles:

      Use of personal vehicles is reimbursed at the then current mileage rate as set by the Internal Revenue Service (IRS) for business travel. When such mileage rates are being used, no reimbursement shall be made for gas purchases. A printout of mileage from an online mapping platform, such as Google Maps or MapQuest (using the default route or the quickest route by time) must accompany the submission of the claim voucher.

      Tolls and parking charges shall be reimbursed, provided applicable receipts are obtained and submitted. A copy of an E-Z Pass statement which highlights the College business travel may be used in lieu of actual toll lane receipts.

   b. Public Transportation:

      Reimbursement for all travel expenses must be documented with an itemized paid receipt. Credit Card statements will not be accepted as proof of purchase.

      Airline, train and bus travel should not be in a "premium" class of service unless extenuating circumstances exist. Such conditions shall be addressed, on an individual basis, to the President, or his/her designee, and documented on the Travel Authorization Request.

      Taxis/Hotel Transfers are permitted costs, which should be documented with appropriate receipts.

      Rental Cars – Reimbursement of rental car expenses will not be authorized unless economically prudent (e.g.: rental car vs. hotel transfers or need to visit multiple sites vs. taxis). If approved, the rented vehicle must be secured at the lowest practical cost, using government, educational or business discounted rates. If approved, such rental car expenses and associated gas cost, insurance, and taxes (if applicable) shall be separately stated on the Travel Authorization Request.

2. Registration Fees:

   Where practical and permitted, a separate purchase requisition shall be prepared to permit the College to directly pay for the traveler's registration fees.

   Sufficient lead time shall be afforded the Procurement Office to process the registration fee purchase order.

Reference to the registration fee requisition number and amount shall be included on the Travel Authorization Request and considered as part of the total cost of the travel.

When an employee personally pays a registration fee, a receipt for payment must be obtained and submitted with the Travel Claim Voucher for reimbursement. Additional registration costs for recreational and entertainment activities (e.g.: golf tournament) shall not be reimbursed by the College.

3. Meals and Incidental Expenses (IE):

The College will reimburse travel related meal and IEs based on the per diem rates in accordance with the IRS per diem guidelines, and the rates effective on the date(s) of travel. These rates vary with the geographic area involved in the travel. These approved IRS per diem rates are issued annually, effective October 1st of each year, by the Federal Office of General Service Administration (GSA). No receipts will be required. Both the traveler and the College must be careful to utilize the latest rates which are in effect as of the dates of travel.

IE includes tips for persons providing services (e.g.: servers, valet parking, coat check) and sales taxes, if outside of New York State. Sales tax should not be paid for meals within New York State. Tax exempt forms are available for the traveler.

Note: No reimbursement will be made for meals purchased in Nassau County.

There are six (6) Federal per diem rates for meals and IEs which vary by locality (county or other defined location) as contained on the GSA website. These rates, by city, state or zip code can be found at the GSA website by utilizing the specific instructions below.

It is required that the traveler and the College access the GSA website to ensure application of the current Per Diem meal & incidental rates. The following instructions will assist in this process:

Step 1: Go to website: https://www.gsa.gov/travel/plan-book/per-diem-rates

Step 2: Enter fiscal year

Step 3: Enter state or zip code

Step 4: Select "Find rates"

Step 5: Print report by hitting the "Print Results"

Print the Per Diem webpage for inclusion with the required claim documentation.

a. Qualifying for the Per DiemRate/Meal Allowance $ Amount Determination:

Meal allowance amount determination is based on the type of travel. Travel can be broken down into 2 basic types: 1) Overnight Trips and 2) Day Trips.

i. Overnight Trips – those trips requiring an overnight stay/lodging. Departure and return occur on different dates. Overnight trips consist of:

- Travel Days – Arrival and departure dates are considered travel days. The first and last day of travel is calculated per the GSA rate for travel day.
- Non-Travel Days – The Total Per Diem Meal Allowance for the GSA locality applies.

ii. Day Trips - Departure and return on same day. Meal allowances are contingent upon the timing of the business conference event and the travel time from the College to the conference/event. The traveler will be reimbursed based on GSA rates applicable at the time of travel, as follows:

- If travel time from the College to the conference/event would require the employee to leave the College prior to 11:00 am, lunch would be allowed; and
- If travel time from the College to the conference/event would require the employee to leave the College prior to 6:00 pm, dinner would be allowed.

iii. The IE may be claimed by the traveler for each day any or all meals are eligible for reimbursement, within the limitations of the GSA.

iv. For foreign countries and locations outside the continental United States (OCONUS), see the applicable OCONUS chart contained within the GSA website for such travel.

v. Exclusions:

- No reimbursement will be made for meals purchased in Nassau County.
- In the event a conference, seminar and/or event includes one or more meals either gratis or incorporated into the conference, seminar and/or event fee, such meal or meals shall not be allowed in accordance with the per diem allocations discussed herein and must be subtracted from the amount claimed. Only meals not provided are reimbursable. If you are unable to consume the provided meals because of medical requirements or religious beliefs, the traveler must contact host to inquire if dietary restrictions can be accommodated. The communication must be attached to the travel reimbursement package.

4. Lodging:

Travelers will be reimbursed for actual and necessary lodging costs during approved travel status. Travelers are strongly encouraged to use standard accommodations at reasonably priced mid-market hotels or motels. Requests should be made for any available educational, local government or business travel rates. Original itemized hotel receipts are required for reimbursement. Credit card statement are not are acceptable as proof of purchase. The College does not approve accommodations at “up market” or luxury hotels (e.g.: Ritz, Four Seasons, etc.). However, a blanket exception is made when a conference, workshop, event or other College business function is held at such a hotel, not under the control of the traveler.

Lodging shall not be approved within Nassau County except under special circumstances, as approved by the College President.

New York State and local sales taxes are not to be paid for lodging within New York State. Tax exempt forms are available for the traveler. Sales tax is reimbursable for lodging outside of New York State and must be so stated on the hotel’s receipt.

5. Parking:

College travelers should use complimentary self-parking wherever offered rather than more costly valet parking. Otherwise, receipted valet parking charges or other mandatory hotel fees will be reimbursed as part of the lodging costs. Public parking facilities that charge a fee will be reimbursed as a separately stated expense on a travel claim. Receipts must be obtained to substantiate such an expense.

6. Travel Adjustments:

The College will reimburse up to ten percent (10%) over the approved grand total amount per the Travel Authorization Request. Additional expenses over the ten percent (10%) will require an additional approved travel authorization and requisition.