



PROCEDURE P-6200

TRAVEL

Procedure Category: Finance and Business Services

Area of Administrative Responsibility: Finance

Effective Date: March 22, 2017

Amendment History: N/A

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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. Department heads are authorized to approve such travel requests for employees under their supervision, to be subsequently approved by the appropriate Vice President (or Dean). All such approvals shall be prior to the commencement of the travel, unless extenuating circumstances can be documented.

Traveler should allow for sufficient lead time for all such approvals and any travel request that seeks approval after the commencement of travel shall have justification included as to why the request was being made after the fact.

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.

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.

Exclusions: Employees on 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:

Although quite limited at this time, a request for use of College vehicles must be addressed to the Director of Physical Plant and will be issued based on availability. If gas is purchased personally by the traveler outside of Nassau County (by cash or credit card), a copy of the receipt shall be included with the Travel Claim Voucher, subject to the expense indicated on the Travel Authorization Request.

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

Note: "Mileage Only" – personal vehicle, train, bus, etc. reimbursement on local, college-related business is excluded from this policy and is addressed separately.

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 by paid receipts.

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 appropriate Vice President 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 should 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 Department 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 should 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 incidental expenses based on the per diem rates in accordance with the Internal Revenue Service (IRS) per diem guidelines. 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.

Incidentals expense 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 incidental expenses 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 (US General Services Administration) 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: <http://www.gsa.gov/portal/category/26429>

Step 2: Go to "Per Diem" tab

Step 3: Enter state or zip code

Step 4: Select "Calculate Per Diem Allowance for a Trip"

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 Diem Rate/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 & 2) Day Trips.

- i. Overnight Trips – those trips requiring an overnight stay / lodging. Departure & return occur on different dates. Overnight trips consist of: a) Travel Days, and b) Non-Travel Days.
- ii. Travel Days – Arrival and departure dates are considered travel days. The first and last day of travel is calculated at 100% of the total per diem meal rate. (Revised 1-21-14)
- iii. Non-Travel Days – The Total Per Diem Meal Allowance for the GSA locality applies.
- iv. 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 the Table-1 below:
 - If travel time from the College to the conference/event would require the employee to leave the College prior to 7:00 am, breakfast would be allowed;
 - 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 5:00 pm, dinner would be allowed.

b. Table 1 (2016-17 Year) Rates for Locations Within the Continental United States (CONUS):

<u>Total Rate</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Incidentals</u>
\$74 Meal Allowance	\$ 17	\$ 18	\$ 34	\$5
\$69 Meal Allowance	\$ 16	\$ 17	\$ 31	\$5
\$64 Meal Allowance	\$ 15	\$ 16	\$ 28	\$5
\$59 Meal Allowance	\$ 13	\$ 15	\$ 26	\$5
\$54 Meal Allowance	\$ 12	\$ 13	\$ 24	\$5
\$51 Meal Allowance	\$ 11	\$ 12	\$ 23	\$5

The Incidentals Expense may be claimed by the traveler for each day any or all meals are eligible for reimbursement.

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

The above rates are subject to change annually by the Federal Office of General Services Administration (GSA) and the College utilizes those rates to reimburse meals while on travel status. Accordingly, this policy does not require annual revisions for the sole purpose of including any changes to the per diem rates by the GSA. It is understood that the most current rates then in effect will be used for the particular dates of travel.

i. Exclusions:

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

In the event a conference or seminar includes one or more meals either gratis or incorporated into the conference or seminar 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.

ii. Day Trips – Full Day Travel:

Full-day (defined as the length of your normal work day) will change from partial per diem rate to full per diem rate. If your day travel is equivalent in hours to your typical work day, you are entitled to 100% of the per diem meal allowance. (Revised 1-21-14)

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. 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 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.

a. **Miscellaneous Expenses (Lodging):**

Miscellaneous reimbursable expenses include charges and tips for baggage handling, storage and housekeeping, if they are not already included in the per day lodging rate. Such un-receipted charges will be reimbursed at a maximum rate of \$20 per day.

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 should be obtained to substantiate such an expense.