

# SUNY Fredonia Travel Packet



**Fall 2011**

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## SUNY Fredonia

### Air Travel Policy and Procedures

#### Payment for Air Travel:

- ✚ All University sponsored air travel can be billed through a centralized campus *Citibank's Travel Account* (CTA) for payment made by the University.
- ✚ This process requires that all airline reservations be booked via an authorized State travel agency. Our University uses the services of Travel Leaders/Albany Travel (formerly Carlson Wagonlit) & AAA.
  - Travel Leaders/Albany Travel Contact Information  
Telephone: (800) 774-0655  
Fax: (518) 292-9090
  - AAA Contact Information  
Debbie Spicola Telephone: (716) 366-8225  
Fax: (716) 366-4859
- ✚ Employees can purchase airfare via their personal credit card but cannot be reimbursed until **AFTER** their return & submission of their travel voucher.

#### Process when using CTA:

1. Traveler completes a Travel Authorization form. The form must include traveler's name (**which must agree exactly to the identification they will be using at the airport**), destination, date(s) of travel, account number to be charged, authorized reimbursement amount, traveler's signature and supervisor's signature. Neither Travel Leaders/Albany Travel nor AAA will accept an incomplete form. A supply of blank forms can be requested through the Accounts Payable Office, this form cannot be put online as they are numbered.
2. Traveler contacts Travel Leaders/Albany Travel or AAA for an airfare quote. **When giving the traveler's name, it must agree exactly to the identification they will be using at the airport.** Traveler requests that Travel Leaders/Albany Travel or AAA hold a particular itinerary. Traveler may request that an itinerary be e-mailed directly to them.
3. Traveler faxes the completed Travel Authorization form **with the traveler's name agreeing exactly to their identification to be used at the airport**, to Travel Leaders/Albany Travel or AAA. Since non-refundable fares are subject to change until ticketed, it is advisable to get the quote and fax the Travel Authorization within the same day. Travel Leaders/Albany Travel or AAA will verify that the authorized reimbursement amount is sufficient to cover the cost of the airfare.
4. Electronic ticket receipts, which include the traveler's name, Travel Authorization number, invoice number, electronic ticket number, itinerary and cost of ticket, will be e-mailed to the traveler.

5. Traveler sends the original Travel Authorization and **photocopy of the electronic ticket receipt** to Evelyn Fintzel in Accounting at 401 Maytum Hall (temporarily located at 401 AOC). Evelyn needs the copy in order to verify amount charged when the CITIBANK Travel Account bill arrives.
6. If travel is cancelled, please let the accounting office know so the funds may be disencumbered. Also, please let the accounting office know if a credit will be coming from Travel Leaders/Albany Travel or AAA for tickets already purchased.

**Other Considerations:**

- ✚ When approved travel reimbursement is sufficient to cover the airfare, the University will first apply the travel allowances to the airfare. Any remaining travel allowance will be applied to other travel expenses.

Note: the costs of airfare billed to the CTA will still be charged to the appropriate departmental account.

## **Travel Status**

OSC Travel Manual states “the expense of meals or lodging within the proximity of the official station will not normally be reimbursed, unless it is in the best interest of the State or determined by the head of the agency’s finance office...subject to the audit of the Comptroller.” For employees traveling within 35 miles from both their official work station and home, travel reimbursement is at the discretion of the department head funding the travel.

## **Transportation Expenses**

Travel should be by the most efficient and cost-effective method of transportation available. Employees should schedule all travel assignments effectively to minimize expenses whenever possible.

### ***Common Carrier – Train or Bus***

Travel by a common carrier usually results in the least costly and most expeditious means of transportation. Coach fares should be used whenever possible. If a more costly method is used, justification should be submitted. The original ticket must be provided with the traveler’s voucher.

### ***Expenses to and from Transportation Terminal***

Employees may incur charges traveling to or from a transportation terminal, such as an airport, train or bus station. Employees will be reimbursed actual costs for taxi or common carrier between residence and transportation terminals, or for personal car mileage in accordance with

their bargaining unit. Agencies are responsible for determining if costs are reasonable and necessary.

### ***State Vehicles***

When determining whether to request or not to request a State vehicle, keep in mind that state vehicle usage does not allow anyone but an employee, student, or intern in the vehicle. Liability rules will not cover spouses or family members. A personal vehicle should be used.

Guidelines for the use of state vehicles, as well as the state vehicle request form should be downloaded from the [University Services](#) website: Click on Vehicles; then click on Vehicle Request form.

The state vehicle request form must be completed in full, including an account number, whether it is a:

- State account number
- College Foundation account number
- Research Foundation account number
  - A project number should not be used. Contact the Research Foundation through Sponsored Programs at 3196 for an appropriate account number.

The form should be completed online and then printed out to obtain the proper signatures. The completed form should be sent to University Services, 304 Maytum Hall (temporarily located at 304 AOC). An approved request will be returned to you on yellow paper with the guidelines on the back of the form.

Each vehicle contains an Exxon/Mobil credit card in the glove compartment to be used strictly for fuel and/or oil purchases specifically

for that vehicle. To use the card, you must input 0 plus your five-digit business pin (The pin code you use to make business long distance calls or business photocopies.) An odometer reading of the vehicle you are using must be entered when prompted at the pump. The Exxon/Mobil credit card receipt should be turned in with the vehicle keys and yellow request form. You will need to sign the form and write in the ending odometer reading. If you are not able to go to an Exxon/Mobil station, you may purchase fuel and/or oil at any station using your own credit card or cash. In this case, to be reimbursed for the purchase you must turn in your receipt with your travel voucher.

If you plan to leave your personal vehicle on campus while you are traveling, it must be parked in the designated overnight parking area located to the west of the Services Complex. Also, University Services must be notified ahead of time in order to issue you a hangtag to be put on your rearview mirror.

If you will be returning the state vehicle later than scheduled, you must contact University Services (8:30 a.m. – 5:00 p.m., Monday – Friday during school year; 8:00 a.m. – 4:00 p.m. during summer hours).

### ***Personal Vehicles***

A personal vehicle may be used when common carrier transportation is not available or cost effective. Mileage will be reimbursed in accordance with the current collective bargaining agreement, regardless of the number of passengers.

Charges for gasoline, accessories, repairs, depreciation, antifreeze, towing and other similar expenditures will not be allowed. These are

considered operating costs of a vehicle and are covered in the mileage allowance.

### ***Rental Vehicles***

The rental agreement should be submitted with the voucher. The state has a discount program with Enterprise Rent-a-Car for rentals inside New York State. The discount code for SUNY Fredonia is P85322. For rentals outside New York State you can still use Enterprise. The discount code is NA24NYS. When renting a vehicle for State business, the traveler should rent in the name of New York State and sign the agreement as agent for the State.

Effective 9/1/05, travelers using a rental vehicle for state purpose travel need to purchase the damage waiver protection (sometimes referred to as CDW or LDW insurance) from the rental agency. The only exception would be if the traveler uses the Citibank Travel Card, since using the card automatically provides damage waiver protection. The damage waiver protection cost usually ranges between \$8.00 and \$26.00 per day. This cost may be reimbursed to the renter. No other insurance will be reimbursed. Any gasoline purchases, as well as any other direct costs associated with the vehicle will be reimbursed.

Reasons for using a rental car may be public transportation not available or a rental car is cheaper than alternative transportation.

### ***Incidentals***

Parking, taxi and shuttle fares, business related telephone charges, baggage transfer charges, and tolls can be reimbursed. You may go online to check tolls at [www.thruway.state.ny.us/tolls](http://www.thruway.state.ny.us/tolls). Tolls may also be

reimbursed if paid for through EZ Pass. EZ Pass does not work in Canada except on the Peace Bridge. If each type of incidental expense totals less than \$75, receipts are not required.

### **Meal and Lodging Expenses**

Employees may choose from one of two reimbursement methods for meals and lodging. Per diem rates are established by the federal government. Rates are identified by county, and the traveler must indicate the county as well as the city on the voucher. A full per diem is considered to be dinner the first day, lodging, and breakfast the following day. Incidental expenses such as tips to bellmen, porters, hotel maids, etc. are included in the per diem. Breakfast on the first day and dinner on the last day will also be reimbursed provided they meet the same requirements for arrival and departure times as for day trips and the time is properly indicated on the travel voucher.

#### ***Overnight Travel – Method I – Without a Lodging receipt***

This is a flat rate per diem allowance for meals, lodging and incidentals as noted above. The rate is based on the location of travel but is the same regardless of where lodging was obtained, including with a relative or friend. For example, there is a \$50 maximum for out-of-state and foreign destinations to cover BOTH the meals and lodging. No lodging receipt is required. To receive the full Method I allowance for the specified area, it is necessary for travelers to be in overnight travel status and be eligible for both breakfast and dinner. [Click here](#) for Method I reimbursement rates.

### ***Overnight Travel – Method II – With a Lodging Receipt***

This method provides reimbursement of ACTUAL lodging costs based on the location of travel, and an allowance for meals. Receipts for lodging are required for any meals associated with overnight travel. Employees must attach the original lodging receipt to the travel voucher. If another agency or organization provides lodging, this should be indicated on the voucher, (with a copy of the receipt) and the traveler may claim the meal allowance for the area. [Click here](#) for Method II Meal Allowance Breakdown which is calculated as 20% of the daily per diem meal allowance amount is for breakfast and 80% is for dinner.

For travel in NYS, employees should use the [Tax Exemption Certificate \(ST-129\)](#) for lodging. Traveler should also have on-hand this [Tax Exemption Letter](#) just in case the vendor requires additional information. NYS Taxes cannot be reimbursed. For out of state travel, taxes are not included in the maximum lodging amount, and may be reimbursed.

If the amount paid for lodging is greater than the maximum per diem allowed, you must obtain **PRIOR** approval & attach a memo, signed by the department head funding trip, approving the over per diem rate.

## **Meals**

Only breakfast and dinner are reimbursable meals. Lunch is not a reimbursable expense.

### **Breakfast**

Employees will be allowed reimbursement for breakfast if they have to leave at least one hour before their normal work starting time. For example, if their regular work hours are 8:00 A.M. to 5:00 P.M., they would be entitled to breakfast reimbursement on the day the trip starts if they have to leave before 7:00 A.M.

### **Dinner**

Employees are allowed reimbursement for dinner if they return at least two hours later than their normal work ending time. For example, if their regular work hours are 8:00 A.M. to 5:00 P.M., they would be entitled to dinner reimbursement if they return after 7:00 P.M.

### ***Overnight Trips***

Employees will automatically get dinner the night of the stay and breakfast the next morning if a lodging receipt is provided. For breakfast on the first day or dinner on the last day of an overnight trip, travelers may claim the federal per diem allowance for the place of lodging and will automatically get reimbursed with the lodging receipt. Departure and return times must be clearly marked on the Travel Voucher to get these extra meals reimbursed.

### ***Day Trips***

Employees in travel status for day trips are allowed breakfast and dinner reimbursement based on the departure and arrival times of the trips. For non-overnight travel, an employee may claim the non-receipted meal allowance, (the rate now in effect is \$5.00 for breakfast and \$12.00 for dinner) or actual expenses up to the federal maximum meal allowances with a receipt but not more than the amount spent if less than the per diem. All meal reimbursements not associated with overnight travel are considered taxable by the IRS.

### ***Per Diem Rates***

Per diem rates for domestic and foreign travel may be found at the following website:

<http://www.gsa.gov/portal/category/21287>

- You should see a map of the United States.
  - Click on the state to which you are traveling to get domestic rates
  - Click on the rates in foreign location (found on the bottom right side of the US map) to get foreign rates
  - These rates will change on October 1<sup>st</sup> of every year and may be adjusted throughout the year as well.

## **Foreign Travel**

Travel outside the continental United States is reimbursed based on the maximum per diem allowance established by the U.S. Department of State. The rates are posted on the above listed website. Expenses should be converted to American dollars, based on the exchange rate in effect during the period of travel.

The foreign travel rates provide for lodging costs up to a maximum amount, and an allowance for meals and incidental expenses. If a traveler is entitled to the full meal per diem, the allowance is divided into 20% for breakfast and 80% for dinner.

The passport rules are changing. Be sure you know the document requirements of the country you are traveling to!

### ***Incidental Expenses***

Expenses directly related to lodging and meals are included in the per diem allowance and are not reimbursed. However, some expenses unique to foreign travel may be reimbursed.

Examples of some of these expenses include:

1. Passports
2. Visa fees
3. Cost to convert currency
4. Travelers' checks
5. Laundry charges for extended stays
6. Departure taxes



### Campus Contacts

If you have any questions or need assistance in completing any of the travel forms please contact:

Name	Office	Phone	Email
Evelyn Fintzel	Accounting	673-3467	<a href="mailto:Evelyn.Fintzel@fredonia.edu">Evelyn.Fintzel@fredonia.edu</a>
Diane Snyder	Accounting	673-3467	<a href="mailto:Diane.Snyder@fredonia.edu">Diane.Snyder@fredonia.edu</a>
Cynthia Haase	Accounting	673-3467	<a href="mailto:Cynthia.Haase@fredonia.edu">Cynthia.Haase@fredonia.edu</a>
Sandy Noble	Accounting	673-3467	<a href="mailto:Sandra.Noble@fredonia.edu">Sandra.Noble@fredonia.edu</a>

## Travel Dos & Don'ts

### Do

- ✚ Send completed travel authorization to Accounting Office **prior** to your trip.
- ✚ Let the Accounting Office know if you **cancel or do not take** your trip so the funds can be disencumbered.
- ✚ Be aware of the per diem rates **before** you travel & if necessary, submit an over per diem memo authorization prior to your trip.
- ✚ Ask questions **prior** to your trip to prevent problems after the trip.

### Don't

- ✚ Expect to be reimbursed for **someone else's** travel. Even if you paid for someone else's travel, we cannot reimburse you.
- ✚ Expect to be reimbursed for New York State taxes. Present the ST-129 Exemption Certificate to the hotel.

## Travel Forms Checklist

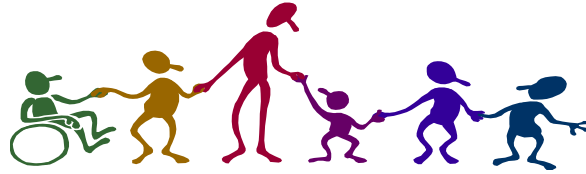
### Travel Authorization Make sure you:

- ✚ Fill in the account number from which your money is coming from
- ✚ Have supervisor's signature & if applicable, signature of department head funding trip
- ✚ Have yellow copy of travel authorization returned to you after approval signatures have been obtained (Accounting does not need yellow copy)
- ✚ Attach over per diem memo from department head funding trip, if necessary, prior to your trip

## Travel Voucher

Make sure these items are filled in or attached:

- ✚ SOCIAL SECURITY NUMBER
- ✚ Date and *time* of departure will determine which meals you will be paid for
- ✚ Supervisor's signature
- ✚ Conference brochure
- ✚ Mileage statement for personal auto usage
- ✚ Original receipts for hotel, conference registration, rental cars, airline ticket stubs, or travel agency print out
- ✚ Method I- Must be used if you don't stay in a hotel.
- ✚ Sales tax for lodging is only reimbursable if it is out of NY State.
- ✚ Non-overnight trips; when you take a day trip & are going to claim meals you must have a receipt of some sort for all of the claimed meals (breakfast & dinner) in order to get up to the listed per diem. **No reimbursement is allowed for lunch.** Otherwise, you will only get reimbursed \$5.00 for breakfast and \$12.00 for dinner. **Both are taxable** since these are non-overnight trips.



## **A Dozen Ways to Speed Up Your Reimbursement**

1. Travel Authorization must be submitted before the trip.
2. Account numbers (including sub-account) must be included on Travel Authorizations.
3. Supervisor's signature is required on Travel Vouchers.
4. Conference brochures must be attached to voucher.
5. Flight or train ticket stubs must be attached to voucher.
6. Original hotel receipts are necessary when claiming per diem.
7. Attachment of "Statement of Automobile Travel" needs to be included when claiming personal car mileage.
8. Dates & Times of departure & return must be completed.
9. A memo prior to departure justifying an over per diem for lodging expenses.
10. Social Security number must be provided. We cannot process a voucher without it.
11. Home Address, including Zip Code is a must.
12. **THE STATE DOES NOT REIMBURSE TRAVELERS FOR NYS TAXES.**