

	<b>Accounting/Accounts Payable</b>  <b>STATE UNIVERSITY OF NEW YORK AT FREDONIA</b>	POLICY NO: 810
		PAGE NO: 1 of 14
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<b>TITLE: Travel</b> Explanation of Travel Guidelines		

## I. Purpose

The purpose of this guideline is to define allowable reimbursable travel expenses and what documentation is required for submitting travel expenses.

## II. Scope

**Traveling to teach, learn and collaborate with colleagues is an integral part of university life. Fredonia offers multiple payment options and will reimburse individuals for actual, most economical, necessary, appropriate and approved travel expenses incurred in the performance of university business.**

**Travel includes numerous scenarios and modes of transportation. This guideline encompasses using state funds to cover the most popular transportation modes, lodging, meals, and incidental travel expenses. This guideline also summarizes the purpose of Travel Authorizations and Travel Voucher Forms used at Fredonia.**

Fredonia utilizes the Office of State Comptroller (OSC) Travel Manual as our guidance source. Fredonia can choose to make OSC and SUNY rules more stringent, but cannot be less restrictive. It is the traveler’s responsibility to know the travel rules.

## III. Procedure

**All trips must be documented and should follow the basic workflow described herein.**

### a. TRAVEL STATUS

#### i. A traveler is in Travel Status when they are:

1. Engaged in official university business
2. At a distance of 35 miles or more from their designated official station and place of residence.
3. **When a traveler is in Travel Status, they are eligible for reimbursement of travel expenses (such as meals and lodging).**

#### ii. A traveler is in Proximity Status when they are:

1. Engaged in official university business
2. At a distance less than 35 miles from their designated official station or place of residence.

**Travel Status is important to know because the required documentation is in-part determined by the traveler’s status.**

**iii. When in Travel Status:**

1. Traveler **MUST ALWAYS** submit a pre-approved Travel Authorization Form to the Accounts Payable Office **four weeks** prior to the Departure Date.

**iv. When in Proximity Travel Status:**

1. If no state funds will be expended for trip via personal reimbursement or JPMC Travel and/or NET Cards, traveler must still complete a Travel Authorization form for insurance purposes only. This form should then be kept on file in the traveler's department for future reference. Per OSC, each department must establish a process by which the traveler and traveler's supervisor have on file, written documentation showing pre-approval for Proximity Travel. SUNY Fredonia opts to utilize the Travel Authorization form for this purpose.
2. When travel is from an employee's home to an alternate work location, or from an alternate work location to home, at a minimum, transportation expenses must be reimbursed using the lesser of 1) mileage between the employee's home and the alternate work location or 2) mileage between the employee's official station and the alternate work location, multiplied by the IRS mileage reimbursement rate. This reimbursement method is called the "lesser of mileage rule."
3. When travel is between an employee's official station and an alternate work location, or between two or more alternate work locations, transportation expenses must be reimbursed by payment for the actual mileage between such locations, multiplied by the IRS mileage reimbursement rate.
4. Occasionally, employees find themselves attending official work functions such as meetings or conferences that fall within Proximity Status. Often, these functions run for multiple days and begin early and/or end late making attendance difficult for employees who are not lodging on-site. Therefore, Fredonia employees will be allowed reimbursement for travel expenses in these instances under the following guidelines.
  - a. Required:
    - i. Employee is traveling on official business.
    - ii. Vice President or their designee approves the employee's expenses. (VP signature on a TA is required for approval).
    - iii. Departmental budget has funds to support the expense.
  - b. Justifications:
    - i. Employee is a committee member of the group/organization holding the event and is required to be on-site at all times.
    - ii. Employee is part of the organizing group responsible for setting up/running the event and is required to be on-site at all times.
    - iii. The employee is attending business related events that begin before 8am and/or conclude after 8pm.

Please note, reimbursement for travel in Proximity Status is subject to the audit of the OSC.

**Once approval for the trip is granted and funding is secured, traveler may begin purchasing items such as registration, airfare, rental car, lodging, etc.**

**b. OFFICIAL STATION**

- i. The designation of Official Station is determined by the University in the best interest of the university and not for the convenience of the employee and is generally defined as the address of the office to which the employee is assigned to do 60 percent of their daily work.
  - 1. The NYS Office of State Comptroller reserves the right to review all office station determinations.
- ii. An employee can have only ONE official station.
  - 1. The purpose of the official station is to determine when the traveler is in Travel Status and eligible for reimbursement of travel expenses.
  - 2. Travel between the employee's home and official station is considered their normal commute miles and is not reimbursable.
- iii. Traveler must obtain pre-approval, in writing, signed by Supervisor, Account Owner, Dean and division Vice President for any business conducted outside of their Official Station. Depending on the Travel Status and reimbursement situation for the trip, submission of a Travel Authorization Form to the Accounts Payable Office may be required.

**c. TRAVEL AUTHORIZATION FORM**

- i. MUST be completed regardless of reimbursement requests OR Travel/NET card usage.
- ii. MUST be turned in at least four weeks prior to travel.
- iii. MUST be completed PRIOR to the purchase of any travel related expenses.
- iv. Should be completed in full.
- v. Required, original signatures should be obtained.
  - 1. For any trip that exceeds \$500.00, the Dean's signature is required.
  - 2. For any trip that exceeds \$2,500.00 or ANY foreign travel, the VP (their designee) or the President's signature is required.
- vi. TAs for 'Insurance Purposes Only' (Proximity Travel) should be notated as such.
  - 1. If 'Insurance' travel is UNDER 35 miles, the TA can be held on file in the issuing department. Anything over 35 miles should be submitted to the Accounting Department for their records.
- vii. Should list ALL funding sources
  - 1. This includes, but is not limited to, Other Funds such as Research, Foundation and FSA.
- viii. Attachments should include (as needed): Over Per Diem Lodging Justification and Personal vs. Rental Vehicle Comparison forms.

**d. METHODS OF PAYMENT**

**Travelers will have to decide which preferred payment method to use:**

- 1. Personal credit card (reimbursement)
- 2. State-issued Travel and/or NET card
- 3. State-issued procurement card (limited uses)
- 4. State-issued purchase order (limited uses)
- 5. A combination of any/all listed above.

The university's preferred and most efficient method of payment for travel-related expenses is via the state-issued JPMC Travel and/or Non-Employee (NET) Card. **The name embossed on the state-issued Travel and/Non-Employee (NET) Card is the ONLY person authorized to add expenses to that card.**

**Receipt of a Travel or NET card requires the completion of an Agreement and Acknowledgment form.** The form must be authorized by an immediate supervisor for consideration. You can request a form from the Accounting Department or find it on the Travel page under Finance and Administration. Additionally, the Travel card starting credit limit is \$2,000.00 and the NET card is \$5,000.00. Should a credit increase be needed (either permanent or temporary), the cardholder must request the increase from their supervisor who would then contact the Accounting Department for the increase.

- i. **Travel Cards** are to be used to pay only those expenses relating to travel costs incurred by the individual whose name is embossed on the Travel Card while traveling on official State business and in Travel Status. Employees may not use travel cards to make personal purchases, even if they intend to reimburse the State for those expenses. In addition, travel cards must not be used to pay expenses that are not travel-related.
  1. Employees are instructed NOT to put meals on a state-issued Travel Card, unless absolutely necessary. If meals are charged to a state-issued travel card, an itemized receipt must be included with the voucher and employee's meals cannot exceed the Per Diem Rates and must meet the Travel Status time frames. If an employee is using Method I or II meal reimbursement, the employee will NOT be reimbursed the difference between the actual meal expense charged to the card and the allowable Per Diem Rate.
- ii. **Non-Employee Travel (NET) Card** should be used when making purchases for non-employee travel expenses while on official SUNY business. Employee travel should NOT be charged to the NET card, with one exception. Should a coach be traveling with players or instructional staff is traveling with a group of students for a course or group activity then the employee's travel expenses may be charge to the NET card.
- iii. **If traveler does not have a state-issued Travel Card:**
  1. The JPMC Procurement Card (P-Card) or Purchase Order can be used when state funds are paying for conference registrations.
  2. A Purchase Order may be used when paying for a hotel (if the hotel will accept a purchase order as our promise to pay).
- iv. **Misuse of the state-issued NET or Travel Cards will result in the following disciplinary steps:**
  1. 1st Offense: Employee will be notified via email of the misuse
  2. 2nd Offense: Employee, their Supervisor and the Internal Control Officer will be notified. The Internal Control Officer will send a letter to cardholder (CC'ing both their supervisor and Human Resources) directing cardholder to schedule a counseling session, which will include another mandatory training session with Travel Administrator.
  3. 3rd Offense: Employee's Travel/NET Card will be terminated and other disciplinary actions may be taken by Human Resources, which could include

termination of employment.

- v. **Any misuse of the Travel/NET Card will result in the employee reimbursing the un-allowable expense to the Campus.**

The Travel and Non-Employee Travel (NET) Cards are the property of the State University. Human Resources will notify Travel Administrator of all employee transfers, retirement or terminations. The cardholder should also be proactive and return your card immediately upon request or upon termination of employment or retirement. Should there be any change in your employment status at Fredonia, you must return this card. Any charges that are deemed unauthorized at time of separation, will be deducted from employee's final paycheck.

**Additional Item to Note:** If a personal credit card is used to pay for travel expenses, traveler CANNOT be reimbursed until the trip has ended. If a state-issued travel card is used to pay for travel expenses, cardholder must submit Travel Voucher Forms monthly (before the statement's Due Date), whether the trip has ended or not.

#### e. TRAVEL

- Reimbursable travel expenses are based upon balancing factors such as least expensive, time and safety. **Travel Days** are typically **one day prior** to a business event that starts in the morning and **one day after** a business event that ends in late afternoon.
- For information on booking travel, please refer to TRAVEL ARRANGEMENTS (see Section G).

##### i. All Travel:

1. Must be in compliance with the rates and regulations listed here, which follow Federal, New York State, SUNY, and Fredonia rules and regulations.
2. Should only be for official State business and in the best interest of the State.
3. Should include only actual, necessary and reasonable business expenses.
4. Should be conducive to achieving the objectives of the trip while balancing factors such as least expensive, time and safety.
5. Must be pre-approved via a Travel Authorization form.

##### ii. Overnight Trips:

1. When traveler is in overnight status, meals are calculated as dinner the night of the stay and breakfast the next morning.
2. Employees may be eligible for breakfast (20% of the meal Per Diem Rate) on their Departure Date, if they leave at least 1 hour before their normal start time. Employees may be eligible for dinner (80% of the meal Per Diem Rate) on their Return Date, if they return at least 2 hours after their normal end time. DEPARTURE AND RETURN TIMES, AS WELL AS NORMAL WORK HOURS, MUST BE CLEARLY MARKED on the Travel Voucher to get these extra meals reimbursed.
3. Fredonia only utilizes the 'M&IE Total' portion of the GSA per diem rate webpage to calculate meal reimbursements. The first & last day of travel amounts and other values under the 'Meals & Incidentals Rates and Breakdown' heading are not utilized.
4. Claiming the meal Per Diem Rate when a "continental meal" is provided -
  - a. If a traveler pays a conference registration in which it is stated on

the registration form/agenda that meals are provided, and that meal is merely a “**continental**” (cold, boxed, etc.), then a traveler is NOT entitled to a meal Per Diem reimbursement.

- b. If a HOTEL provides everyone a continental meal as part of their stay, a traveler WOULD be entitled to the meal Per Diem, if they wish to claim it.

### iii. Day Trips

- 1. Travelers may be reimbursed for breakfast and/or dinner for day trips based on departure and return times. Travelers are entitled to reimbursement for breakfast if they have to leave at least one hour before their normal work start time, and/or for dinner if they return at least two hours later than their normal work ending time. Lunch is not reimbursable per NYS.
  - a. **Travelers without meal receipts** are reimbursed \$5.00 for breakfast and/or \$12.00 for dinner.
  - b. **Travelers with meal receipts** are reimbursed for the actual expense up to the maximum amount of the daily meal Per Diem allowance specified for the particular area related to the travel destination (see Subsection E.i.2). The meal per diem allowance is apportioned 20% for breakfast and 80% for dinner.

**NOTE: Meals on Day Trips are taxable.**

### iv. Foreign Travel:

- 1. All travel outside the Continental USA and Canada must be approved and the Travel Authorization Form received in the Accounting/Accounts Payable Office 4 weeks PRIOR to the trip Departure Date. The Travel Authorization Form for these trips MUST be approved via signature by the President or the division Vice President (or their designee).
- 2. Reimbursement amount is based on the maximum per diem allowance established by the U.S. Department of State. The rates are posted on the <http://www.gsa.gov> web site. Expenses should be converted to American dollars, based on the exchange rate in effect during the period of travel.
  - a. 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 80% for dinner and 20% for breakfast.
  - b. Passport rules are always changing. It is the traveler’s responsibility to know the document requirements of the country they are traveling to.
- 3. Traveler is responsible for recording the US currency rate on each foreign receipt. A currency converter link is available on the Travel page.

### v. Sports Team Related Travel:

- 1. While traveling, student athletes are provided a daily per diem of \$23 (with some flexibility depending on circumstances). If the student athlete is only traveling a partial day, the amount is lowered to \$13. Questions regarding these rates should be directed to the Athletic Director.

**f. Lodging and Meals**

- i. Employees may choose one of two methods for meal expense reimbursement for overnight travel, whichever is to their advantage. Travelers may not, however, combine the two methods on the same overnight trip. An overnight trip is defined as dinner, lodging and breakfast the following morning. Breakfast and dinner are reimbursable meals. Lunch is not reimbursable per NYS.

- 1. Unreceipted Method (Method 1)** - This method provides for a fixed rate allowance for meals, lodging and incidental expenses regardless of where lodging is obtained, including lodging with relatives or friends. Rates are established based on the city or county where lodging is obtained or the location to which the employee was traveling (whichever rate is less), and such location must be indicated on the expense report. No receipts are required to claim this method of reimbursement. Receipts are required for expenses not included in the fixed rate allowances for meals, lodging and incidental expenses. Method 1 **MUST** be used if traveler does not stay in a hotel. Regardless of stay, a zip code for the location of lodging is required.

**Location and Per Diem Rates are as follows:**

- a. New York City and Nassau, Suffolk, Rockland and Westchester Counties - \$50.00
- b. Cities of Albany, Binghamton, Buffalo, Rochester, Syracuse and their respective surrounding metropolitan areas - \$40.00
- c. All other locations in New York State - \$35.00
- d. Out of State (this includes any out of state tax on lodging) - \$50.00

**Travelers using this unreceipted method are also eligible for an additional \$5.00 for breakfast on the day of departure if they have to leave at least one hour before their normal work start time. They are also eligible for an additional \$12.00 for dinner on the day of return if they return at least two hours later than their normal work ending time.**

- 2. Receipted Method (Method 2)** - This method provides reimbursement of actual lodging costs and an allowance for meals and incidental expenses up to the maximum allowance based on federal reimbursement rates for the location of lodging. The per diem rates for locations within the continental United States are revised annually in October. Since rates are based on location of lodging, the city, state and zip code of the lodging location must be indicated on the Travel Authorization and Travel Voucher Forms.
  - a. Receipts are required for lodging.
    - i. A lodging receipt is required when claiming Method 2 meal per diems.
    - ii. Meal receipts are not required to claim Method 2 meal per diems.
    - iii. Receipts are required for ANY expense put on a state-issued travel card.
  - b. For each day the traveler is in overnight travel status, the traveler is eligible for reimbursement for lodging up to a maximum lodging per diem and meals at a per diem fixed allowance.

- i. The meal per diem is for dinner the first night and breakfast the following day, and so on.
- c. Travelers using this method are also eligible for an additional per diem for breakfast if they have to leave at least one hour before their normal work start time the first day of travel, and/or for dinner if they return at least two hours later than their normal work ending time on the last day of travel. In these cases, breakfast and/or dinner will be reimbursed up to the maximum amount of the meal per diem allowance specified for the particular area of lodging. The meal per diem allowance is apportioned 20% for breakfast and 80% for dinner.

**ii. Per Diem Rates:**

1. Per Diem rates for domestic and foreign travel may be found at [www.GSA.gov](http://www.GSA.gov) or by following the quick link on our Travel page.
  - a. To get domestic rates, it is best to input the ZIP Code of traveler's destination and the current fiscal year.
  - b. Maximum lodging rates shown on the GSA's Per Diem website excludes taxes.
  - c. Allowable Meal Per Diem Rate is located in the M&IE Total column. This is the ONLY allowable rate.
  - d. Rates for Alaska, Hawaii, US Territories and Possessions are set by the Department of Defense. A link to this site can be found on the GSA Per Diem Look-Up page.
  - e. Foreign rates are set by the State Department. A link to their website can be found on the GSA Per Diem Look-Up page.
  - f. These rates will change on October 1st of every year and may be adjusted throughout the year as well.
2. Claiming the meal Per Diem Rate when a "continental meal" is provided:
  - a. If a traveler pays a conference registration in which it is stated on the registration form/agenda that meals are provided, and that meal is merely a "**continental**" (cold, boxed, etc.), then a traveler is NOT entitled to a meal Per Diem reimbursement.
  - b. If a HOTEL provides everyone a continental meal as part of their stay, a traveler WOULD be entitled to the meal Per Diem, if they wish to claim it.

- If lodging is provided by the traveler's agency or another agency without charge to the traveler, that fact including the name of the agency must be indicated in writing and included with the Travel Authorization or Travel Voucher Forms. Lodging and/or meals when provided at no cost to the employee by a State agency or third party as part of an assignment are not reimbursable. If only lodging was provided, meal allowances based on location of lodging may still be claimed. Method I **must** be used, unless a lodging receipt is obtained.
- If employee is unable to secure lodging at the allowable Per Diem Rate, an Over Per Diem Lodging Justification Form must be submitted with the Travel Authorization or Travel Voucher Forms to obtain reimbursement.

**iii. Additional Items to Note:**

1. The single room rate is typically the least expensive.

2. Business calls and Internet use must be documented on the hotel bill.
3. Personal expenses such as pay TV, movies and laundry are not allowed.
4. Any meal showing on the lodging receipt, must include an itemized breakdown and be listed on the Travel Voucher Form under Meals.
5. All reasonable and necessary parking charges will also be reimbursed. Valet parking fees will only be reimbursed if it is an unavoidable expense (for example, when the hotel only offers valet parking). Parking must be listed on the Travel Voucher Form under Parking/Tolls.
6. Car rentals for transportation from airport to hotel are normally not allowed as shuttles and taxis are usually more cost-effective.

**iv. Incidentals:**

1. Parking, taxi and shuttle fares, business related telephone charges, baggage transfer charges, and tolls can be reimbursed. Traveler may go online to check tolls at Thruway Calculator. Tolls may also be reimbursed if paid for through E-Z Pass. Note: E-Z Pass does not work in Canada except on the Peace Bridge.
2. Tips are included in the Per Diem M&IE rate.
3. As of April 1, 2015, OSC is requiring itemized receipts for all incidental expenses.

**v. Conference Registration Fees:**

1. Registration can be paid by the traveler and reimbursed on the Travel Voucher OR, if permissible by department, the traveler can pay for registration on their procurement or travel card, or on a Requisition.

**g. TRANSPORTATION**

- Travelers should use the most efficient and cost-effective method of transportation available. Often, this means using a common carrier such as an airplane, train, bus or taxicab. The choice of transportation method must be in the best interest of the state. Travelers should obtain the lowest cost coach equivalent accommodations available.
- Charges for traveling by common carrier between a transportation terminal (e.g., airport, bus or train station) and home or official station may be incurred and are reimbursable for actual costs.

**i. Airfare and Amtrak:**

1. Purchase airfare and Amtrak fares with a state-issued credit card through Direct Travel's Concur software (see TRAVEL ARRANGEMENTS section for details).
  - a. Employees may only use non- contract fares when the fare saves \$200 or more per round trip, and only after having obtained prior approval from their agency's finance offices.
2. Only coach or economy fare is reimbursable.
3. Pre-boarding fees are not reimbursable.
4. An airfare cost comparison may be necessary to justify methods of transportation and time of travel. However, if personal travel is being combined with business travel a cost comparison **must** be provided between business only travel dates and business combined with personal travel dates. Fredonia will reimburse for the least costly rate of travel based on these comparisons.
  - a. If a cost comparison is not properly provided prior to travel, the Accounting Department reserves the right to utilize an average cost based on future travel dates

similar to the trip taken to create the necessary cost comparison.

5. Rail travel in excess of 200 miles one way may be business class.
6. Baggage fees will be reimbursed up to one (1) bag. Travelers who are on extended trips will be reimbursed for laundry services should they be necessary.
7. **Employee Lodging near the Buffalo Airport** (or airport closest to employee's residence) for early morning departures or late evening arrivals is typically not allowable, because it is not least expensive. However, due to inclement weather conditions and distance traveled on Travel Days, documentation supporting safety concerns may be attached to the Travel Authorization or Travel Voucher to allow for reimbursement.

**ii. Rental Vehicle:**

1. When the use of a rental vehicle is necessary, prudent and less expensive than common carrier, travelers should use the New York State Enterprise/National or Hertz Rental Contracts.
2. When renting a vehicle for State business, the traveler should rent in the name of New York State and sign the agreement as an agent for the State.
3. When using a personal credit card, a 946 Tax Exempt Form should be submitted to the rental agency, or tax (which is not reimbursable) may be included in the total.
4. Only Authorized Users may rent a vehicle under the State contract or in the State's name.
  - a. Non-employees (including students, candidates, etc.) should NOT be allowed to rent a vehicle under Fredonia's name for liability purposes.
5. Hertz Contract Number is **PS68908**.
  - a. All nationwide Hertz locations and certain international locations are included in the contract.
  - b. A link to log in as a State University of New York at Fredonia employee is available on our Travel page.
6. Enterprise Contract Number is **PS68982**/National Contract Number is **PS68983**.
  - a. All locations within the State of New York and locations within Connecticut, New Jersey and Vermont are included in the Enterprise/National contract.
  - b. Connecticut: Fairfield, Litchfield and New Haven.
  - c. New Jersey: Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, and Union.
  - d. Vermont: Addison, Bennington, Caledonia, Chittenden, Franklin, Lamoille, Orange, Orleans, Rutland, Windham and Windsor.
  - e. A link to log in as a SUNY Fredonia employee is available on our Travel page.
7. **Up to a "standard" size vehicle rental is allowable.** If larger vehicle is required, written justification must be included with rental car receipt.
8. Rental cars may be picked-up at any (typically the closest) rental office location.
9. If the traveler's Departure Date and Time are prior to the rental car office's normal business hours, rental car may be picked-up in the last hour of the last regularly opened day. Traveler must inform the rental car office of the early pick-up. Rental car office will not charge for the early pick-up.

10. If the reserved vehicle is not available at time of pick-up:
  - a. Rental office, if they have it, should give traveler the next largest size at the same daily rate of the reserved vehicle.
  - b. If the local rental office does not have a larger vehicle and if traveler is willing to drive personal vehicle to the next closest rental office, traveler should ask rental office to “call ahead” to the next rental office to see if they have a vehicle available.
11. Enterprise does NOT stock vans in our local rental offices. Please reserve vans, allowing ample time for our local rental office to obtain a 12-passenger van.
12. Any gasoline purchases and other direct costs associated with the rental vehicle will be reimbursed.
13. Reimbursement for personal car mileage to pick-up or return from the rental car office is reimbursable. All other personal car mileage when using a rental vehicle will not be allowed.
14. The [OGS Centralized Passenger Vehicle Rental Contract](#) includes Collision Damage Waiver Insurance (CDW) or Loss Damage Waiver Insurance (LDW) and up to \$1M Extended Liability Insurance Coverage. In the event of an accident, to be eligible for an insurance claim, the employee renting the car must report the accident immediately to the local enforcement agency, the employee’s supervisor, and the rental car vendor. The employee must also file a damage claim report with the rental car vendor.
  - a. The state-issued Travel/NET card also provides full insurance coverage and should be used for all rentals that are 31 days or less.
15. Rental car should be returned with the same fuel level as when taken out. Refueling fees are not reimbursable.
16. Tolls are reimbursable.
  - a. Our local Enterprise Offices does have E-Z Pass tags. Personal tags may be used in rental cars. Caution is advised as position of tag in car and individual E-Z Pass accounts determine how a traveler's tag will record toll expenses.
17. Employee should contact rental car company regarding any mechanical issues such as (but not limited to): flat tires and broken windshield wipers.

**iii. University Vehicle:**

1. If available, State vehicles should always be considered when the use of an automobile is required.
2. Our University vehicle fleet has been downsized to a few 12-passenger vans. Only groups of 5 or more may request the use of a University vehicle. Please complete a University Vehicle Request Form, found on the Facilities Services web page.
  - a. Any employee driving a fleet vehicle (van) for official State business will have the following options for fueling:
    - i. If traveling with a team or group (non-employees), you must use your state-issued NET card or personal funds (reimbursable) to purchase fuel.
    - ii. If traveling with other state employees, you may use your Travel card or personal funds (reimbursable) to purchase fuel.
  - b. Students may drive University vehicles provided:
    - i. A faculty member is present in the vehicle, or following in another vehicle.
    - ii. They have been verified through the NYS LENS process.
  - c. Regardless of the method used to purchase fuel, you must secure a receipt for the purchase and submit it with your Travel Voucher. You

must also check the box labeled "State Van Used".

**iv. Personal Vehicle:**

1. A personal vehicle may be used for State business purposes when a State vehicle, common carrier or rental car is not available, is not cost effective or is otherwise not appropriate. Mileage reimbursement rates are determined by the IRS.
  - a. Charges for gasoline, oil, accessories, repairs, depreciation, anti-freeze, towing, insurance and other expenditures will not be allowed. These are considered operational costs and are covered in the mileage allowance.
  - b. All reasonable and necessary parking charges will be reimbursed. Valet parking fees will only be reimbursed if it is an unavoidable expense (for example: when the hotel only offers valet parking).
2. Prior to the use of a personal vehicle a Personal Vehicle Versus Rental Vehicle form **must** be completed for any trip exceeding 100 miles round trip.

**h. TRAVEL ARRANGEMENTS**

- i. New York State has one travel agency on contract. Travelers are highly encouraged to book all airfare through this travel agent:

**1. Direct Travel**

Telephone: (800) 774-0655 Email:  
highered@dt.com

After Hours Emergency Assistance: (800) 774-0655, press Option 8

- a. Direct Travel has an on-line booking software called Concur. All travelers who have a state-issued Travel and/or NET Card are encouraged to establish a Concur Profile. Booking flights, train, lodging, and rental cars on-line through Concur, via the use of a state-issued Travel Card results in a much lower Agent Fee being charged. Please contact the Accounting/Accounts Payable Office to obtain a Concur User ID and Password.

**i. ACCOUNT RECONCILIATION**

- **All travel in which state funds will be expended, must be reconciled** and proper documentation turned into the Accounting Department by the traveler **prior to the Due Date on the JPMC Travel/NET Card statements.** **NOTE:** Employees are still required to submit Travel/NET card expense reports to Accounting Department even if they miss this submission window.
- **IMPORTANT!** Unlike the Procurement Card, Travel is not an automated process. Please be sure to follow the **Completing Your Travel Voucher and State Travel Card Reconciliation Form Guideline** available on our Travel page.

**i. Documentation**

**1. Travel Voucher & State Travel Card Reconciliation (TV&STCR) Form**

- a. To be completed by **ALL** travelers regardless of whether they have a Travel/NET card. This form is now all-inclusive and can be used by employees to request reimbursement as well as to reconcile their Travel/NET card purchases.

**2. ORIGINAL, ITEMIZED RECEIPTS**

- a. If traveler is not on campus for an extended period of time, scanned documents may be emailed to the traveler's supervisor. Supervisor will print, sign and forward to Accounts Payable Office. However, traveler is

responsible for submitting ORIGINAL documentation to Accounts Payable Office upon their return to campus.

- b. Agencies have the discretion to, on occasion, allow reimbursement of a business-related travel expense if a receipt is misplaced or illegible, and there is no reason to question the legitimacy of the expense.

### 3. **Unreceipted Expenses**

- a. For mileage, coin parking meters, unreceipted Per Diems and other like items, original receipts are not required. However, written documentation supporting the unreceipted expenses is required and traveler may be required to document unreceipted expenses in other ways such as the Mileage Statement for Personal Automobile AC-160 form.

### 4. **Proof of Business and Proof of Attendance**

- a. If the purpose of travel is to attend a conference, the conference brochure, agenda or program is required. If the purpose of travel is something other than attending a conference, a letter, email, agenda or other documentation regarding the purpose of travel is required to obtain reimbursement.
- b. In all instances an agenda, program or other documentation is required to substantiate all travel expenses or days expenses are claimed.

### 5. **ORIGINAL SIGNATURES**

- a. Signatures of traveler, supervisor and approval authority (when applicable) are required.

#### ii. **Penalties**

- 1. If the cardholder misses the due date for their Travel/NET card their monthly Spending Limit will be dropped to \$1, until such time that reconciliations are 100% complete and a review of SUNY's travel policies and procedures has been completed with the Travel Administrator.
- 2. Revocation of an individual's Travel/NET card will occur upon repeated delays in the submission of expense reports.

#### iii. **What travel reimbursement paperwork is due in Accounting/Accounts Payable by which dates:**

- 1. Employees seeking out-of-pocket reimbursement have **30 BUSINESS** days after the Return Date showing on their TV&STCR form in order to receive reimbursement. There are no exceptions to this rule. Fredonia is more restrictive than OSC by electing to NOT reimburse out-of-pocket expenses if paperwork is not received in Accounting/Accounts Payable within 30 business days. Per OSC, we must treat all travelers by the same travel rules.

**\*\*It is the employee's responsibility to monitor the workflow of their paperwork.\*\***

**WE CANNOT REIMBURSE TRAVELER FOR SOMEONE ELSE'S TRAVEL EXPENSES.**

#### j. **ITEMS OF NOTE**

- i. You may be able to receive the State Per Diem rate at hotels within NYS. In order for this to happen you **MUST** request the rate at the time of reservation. Upon arrival, most hotels will then request proof of your State status. Your FREDcard ID will suffice.
- ii. **New York State Sales tax is not reimbursable!**
  - 1. Tax exemption should be obtained for lodging, car rentals and purchases made within New York State. Travelers are advised to use the NYS Exemption Certificate for Tax on Occupancy of Hotel or Motel Rooms (ST 129), New York City

Tax on Occupancy Tax Exempt or NYS Tax Exempt Certificate (AC946) forms.

2. The following states may also grant tax exemptions status when presented with their exemption form and Fredonia FREDCard ID:
  - a. Delaware
  - b. Florida
  - c. Maine
  - d. Missouri
  - e. New Jersey
  - f. North Dakota
  - g. Ohio
  - h. Rhode Island
3. Sales tax for lodging is only reimbursable if it is out of New York State.

**iii. Additional Funding Sources:**

1. This document and Accounts Payable's Travel web page provides guidance for travelers who will be expending **state funds**. Reimbursements from "Other Funds," such as Fredonia College Foundation, Research Foundation, Faculty Student Association (FSA), and/or Student Association will most likely follow a different or additional set of rules. Please call the Accounts Payable Office if unsure how "Other Funds" will affect the state workflow.
2. When a portion of the travel expenses are paid by another funding source (for example Research Foundation or conference organizer), information must be included on the Travel Authorization and Travel Voucher Forms.
3. For all outside funding (Foundation, Research, etc.), a check request form for the proper organization should be submitted with the travel reimbursement paperwork. This form, along with copies of all pertinent travel documents, will then be forwarded by the Accounting Department to the appropriate funding source for reimbursement.

**iv. If Travel is Canceled:**

1. TRAVELER MUST NOTIFY ACCOUNTS PAYABLE. Traveler MUST provide written justification as to why the trip was canceled. Any funds expended prior to the Departure Date and cancelation of trip may be allowable and/or may need to be reimbursed by the employee.
  - a. Cancellations due to business reasons may be allowable.
  - b. Cancellations due to personal reasons are not allowable.

**v. If Traveler has a Trip Allowance:**

1. Trip Allowances should be noted at the bottom of the Travel Authorization Form. It is the department's responsibility to share all Trip Allowance Limits with the traveler. If a Trip Allowance applies the University will first apply the approved Trip Allowances to any State Travel/NET card purchases. Following that it will be applied to any University vehicle usage, Procurement card purchase or Purchase Order (these three items should NOT be included on a Travel Voucher). Any remaining Trip Allowance will then be applied to traveler's out-of-pocket portion after the trip has ended and the reconciliation has been audited for allowable/ non-allowable expenses.

**If you have any questions regarding this guideline, please contact the Accounting Department via [e-mail](#) or by calling Ext. 3467.**