Revised December 28, 2012

GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS (GOER)/
NEW YORK STATE LABOR-MANAGEMENT COMMITTEES (LMCs)

Travel and Lodging Reimbursement Policy for Consultants

Reimbursement for consultant travel and meal/lodging expenses is subject to the same limitations that apply to New York State employees. These limitations are described below.

If neither the city nor the county is listed, the location is a standard CONUS (Continental United States) with a rate of $77 for lodging and $46 for meals ($9 breakfast, and $37 dinner).

Reimbursement rates cited in this policy are subject to change. Updates to this policy are located on the GOER website at http://goer.ny.gov/vendor-info/index.cfm.

MAXIMUM ALLOWANCES

Overnight status: When a lodging receipt is provided, meal expenses can be reimbursed at the rates listed below.

Day trips: Receipts required. Meal expenses are reimbursable up to the rates listed below.

CITY	COUNTY	LODGING	BREAKFAST	DINNER
Albany	Albany	$104.00	$12.00	$49.00
Binghamton/Owego	Broome and Tioga	$ 92.00	$ 9.00	$37.00
Buffalo	Erie	$ 100.00	$11.00	$45.00
Floral Park/Garden City/Great Neck	Nassau	$142.00	$13.00	$53.00
Glens Falls	Warren			
October 1 - June 30		$ 94.00	$13.00	$53.00
July 1 - August 31		$138.00	$13.00	$53.00
September 1 - September 30		$ 94.00	$13.00	$53.00
Ithaca/Waterloo/Romulus	Tompkins and Seneca	$118.00	$9.00	$37.00
Kingston	Ulster	$105.00	$13.00	$53.00
Lake Placid	Essex			
October 1 - November 30		$108.00	$12.00	$49.00
December 1 - February 29		$126.00	$12.00	$49.00
March 1 - June 30		$99.00	$12.00	$49.00
July 1 - August 31		$151.00	$12.00	$49.00
September 1 - September 30		$108.00	$12.00	$49.00

CITY	COUNTY	LODGING	BREAKFAST	DINNER
Manhattan (includes the boroughs of Manhattan, Brooklyn, the Bronx, Queens and Staten Island)	Bronx County, New York County, Kings County, Queens County and Richmond County			
October 1 - December 31		$295.00	$14.00	$57.00
January 1 - March 31		$204.00	$14.00	$57.00
April 1 - June 30		$241.00	$14.00	$57.00
July 1 – August 31		$216.00	$14.00	$57.00
September 1 - September 30		$295.00	$14.00	$57.00
Niagara Falls	Niagara			
October 1 - May 31		$77.00	$10.00	$41.00
June 1 - August 31		$103.00	$10.00	$41.00
September 1 - September 30		$77.00	$10.00	$41.00
Nyack/Palisades	Rockland	$105.00	$12.00	$49.00
Poughkeepsie	Dutchess	$99.00	$13.00	$53.00
Riverhead/Ronkonkoma/Melville	Suffolk			
October 1 – May 31		$112.00	$14.00	$57.00
June 1 – August 31		$127.00	$14.00	$57.00
September 1 – September 30		$112.00	$14.00	$57.00
Rochester	Monroe	$96.00	$10.00	$41.00
Saratoga Springs/Schenectady	Saratoga and Schenectady			
October 1 - June 30		$104.00	$11.00	$45.00
July 1 - August 31		$148.00	$11.00	$45.00
September 1 - September 30		$104.00	$11.00	$45.00
Syracuse/Oswego	Onondaga	$94.00	$11.00	$45.00
Tarrytown/White Plains/ New Rochelle	Westchester	$136.00	$14.00	$57.00
Troy	Rensselaer	$96.00	$10.00	$41.00
Watertown	Jefferson	$99.00	$11.00	$45.00
West Point	Orange	$108.00	$10.00	$41.00

1. **Lodging Letter**: GOER can provide consultants with a letter requesting that they be afforded, at the discretion of the hotel/motel management, the same discounted lodging rates provided state employees. However, unless a consultant has tax exempt status, we also will pay for hotel taxes in excess of the allowable hotel per diems.

2. **Lunch**: Lunch expenses are not reimbursable.

3. **Incidentals**: Incidental expenses such as tips to porters or other such hotel guest services employees continue to be included in the allowances.

4. **Required Documentation on Invoices**: The invoice must note beginning date and time of travel, ending date and time of travel, and purpose of each trip. For curriculum development, invoice must list dates development was done along with the number of development hours. Please note that invoices will not be adjusted in cases where the Contractor is in overnight status and submits with the receipted method for meals. In this case, reimbursement will be the actual cost, up to the per diem, instead of the per diem rate.

5. **Meal Receipt Requirements for Day Trips:** Consultants must submit receipts for meals when in *non-overnight travel*, documenting the actual meal cost. Reimbursement cannot exceed per diems. Consultants may not input or alter the dollar amount or any information on the receipt. The meal receipt must contain:
   - provider name with either full address or phone number
   - date of service
   - number of persons served

   If the receipt does not include this information, the consultant must include this information in an attachment to the receipt.

6. **Requirements for Lodging Receipts**: Receipts must be submitted containing the following information:
   - consultant name
   - lodging establishment name, address and telephone number
   - room number
   - date of occupancy
   - rate paid
   - number of people in the room
   - method of payment

TRANSPORTATION

1. **Use of Common Carrier:** Consultants are required to use the most efficient common carrier (bus, train or airplane) for all transportation. However, other forms of transportation such as rental cars or taxis may be used if appropriately justified (in writing) on a cost or timeliness basis.

   The established reimbursement rate for personal cars is $0.565/mile effective January 1, 2013. All mileage claims *must* state beginning point and destination point.

2. **Receipts Required**: Receipts or travel coupons must be submitted for all common carrier transportation expenses and must detail the dollar amount, name of provider, address or phone number, and date of service as explained below:

   Common Carrier: Ticket receipt (air passenger coupon, Amtrak ticket stub, etc.) must detail type and date of service provided.

   Rental Vehicle: The use of all rental vehicles must be justified, including the purpose of the rental. The paid invoice must detail the type of vehicle rented, miles traveled, license plate number, and time of pickup and return.

   Tolls: No receipt needed for expenses up to $75. Indicate on invoice the date, location and amount of toll.

   Parking: No receipt needed for expenses up to $75. Indicate on invoice the date, location and amount of parking.

   Taxicabs: The use of a taxi instead of public transportation must be justified and all receipts must include driver and/or cab ID number. You do not need receipts for taxis (up to $75.00) between home and transportation terminals.