

QUICK REFERENCE TRAVEL GUIDE

BEFORE TRIP CHECKLIST

- ☐ Apply for a NYS Travel Card (**at least 4 weeks in advance** of any travel) if you don't already have one; the NET card is used to pay for travel expenses for students and faculty/staff when traveling together for official State business.
- ☐ Request a Fleet Vehicle (at least **two weeks** before trip if seeking mileage) through the Event Management System (EMS).
- ☐ Submit a **completed** Travel Request at the time you are planning your trip or **at least 10 days before the travel departure date**.

Submitted with your Travel Request should be:

- Agenda/event program/invitation **or** schedule of events (if available at the time)
- Approved Request to Exceed Maximum Lodging Rates form (if necessary; check per Diems!)
- Fleet Vehicle Use Confirmation/Denial form
- Any receipts for authorized prepaid charges with a NET/Travel Card

AFTER TRIP CHECKLIST

- ☐ Submit a **completed** Travel Voucher AC132-S **within 10 days upon returning from your trip; MUST be submitted within 30 days**.

Submitted with your Travel Expense Claim Form (Travel Voucher), if not already submitted with your Travel Request, should be:

- Event program/agenda/invitation or schedule of events
- Conference/event registration receipt
- Your lodging receipt (showing a zero dollar balance due)
- Airfare receipt (or travel agency print out), eticket, and baggage receipts (Originals)
- Rental car agreement and receipt, AMTRAK receipt(s), taxi/uber/lyft receipt(s), bus receipt(s) (Originals)
- A Statement of Automobile Travel Form (if you used your personal car)
- Google Maps or MapQuest directions (if you used your personal car)
- A completed OGS Trip Calculator worksheet (if using a personal vehicle over 100 miles)
- Itemized meal receipts for Day Trip meals and NET/Travel Card expenses (Originals)
- Toll receipts, parking receipts, gas receipts (Originals)
- Any other receipts for costs incurred during your trip (Originals)
- Completed Declaration of Missing Receipt Form for each required receipt if it was lost

PERSONAL CAR MILEAGE REIMBURSEMENT RATE

Jan. 1, 2019 - Dec. 31, 2019

58 cents/mile (*20 cents/mile without a Fleet Vehicle Denial)

LODGING & MEAL REIMBURSEMENT RATES

Method 1 - Un-receipted (Rates include meals and lodging)

NYC; Nassau, Suffolk, Rockland, Westchester Counties	\$50.00
Albany, Binghamton, Buffalo, Rochester, Syracuse and surrounding metropolitan areas	\$40.00
All other location in New York State	\$35.00
Out of State	\$50.00

Method 2 - Receipted (Lodging receipt required)

Current Meal Allowances	Breakfast	Dinner
\$76 Meal Allowance	\$15.00	\$61.00
\$71 Meal Allowance	\$14.00	\$57.00
\$66 Meal Allowance	\$13.00	\$53.00
\$61 Meal Allowance	\$12.00	\$49.00
\$56 Meal Allowance	\$11.00	\$45.00
\$55 Meal Allowance	\$11.00	\$44.00

*Note: **Non-overnight** MEAL reimbursements are reportable as income to the IRS.*

[Current per Diem Rates](#)

Based on an 8am to 4:00pm work day, a traveler would be eligible for an additional breakfast if they leave PRIOR to 7am and an additional dinner if they return AFTER 7pm.

IMPORTANT NUMBERS

Direct Travel/Concur:

M-F 8:00am-5pm 518-292-9020
Emergency Contact 800-774-0655

Citibank Customer Service:

1-800-790-7206

HELPFUL LINKS:

[Driving Directions & Mileage Estimates](#)

[Concur Login](#)

[OGS Trip Calculator](#)

[Foreign Currency Rates & Calculations](#)

[County Locator](#)

[EZ Pass Toll Calculator](#)

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