APPENDIX B

NYS CONTRACTOR TRAVEL REIMBURSEMENT GUIDELINES

1. Allowance for lodging and meals have been set at the Federal Government allowances for their employees. The State allowance will change when the Federal allowances change. This usually occurs on an annual basis. Reimbursements will be made at the current published rates.

   Receipts for lodging are mandatory. Receipts are not required for meals when the traveler is in overnight travel status. The Schedule which lists rates currently in effect for all destinations within the State is available at the New York State Office of the State Comptroller's website: http://www.osc.state.ny.us/agencies/travel/reimbrate.htm

   The per diem allowances are based on the county of assignment, therefore, the traveler's destination, as noted on the claim for reimbursement, must include the county, as well as the city. The Schedule ends with the rate for all locations (counties) not listed on the Schedule.

   Please note that all applicable taxes are included in the maximum lodging allowances. No reimbursement for taxes will be made separately.

   Rates for areas outside of New York, the continental United States and foreign areas, are also available at the New York State Office of the State Comptroller's Website at: http://www.osc.state.ny.us/agencies/travel/reimbrate.htm

   The maximum reimbursement for lodging and meal expenses may not exceed the lodging and meal allowances for the area of travel.

   If the cost of lodging exceeds the maximum allowance for lodging in the area of travel, the traveler's meal allowance must be used to offset the higher lodging rate. The following examples of an overnight stay in a location with a maximum allowance of $110 ($68 lodging, $42 meals) at various lodging rates, illustrates how this will be applied:

Actual Lodging	Meal Allowance	Max. Total Allowance
$68	$42	$110
90	20	110
84	26	110
156	0	110
160	0	110

3. No reimbursement will be allowed for lunch.
4. To be entitled to full meal allowances, traveler must be in travel status overnight and eligible for reimbursement for breakfast and dinner.
5. Meal Allowance for Non-Overnight Travel
   When a traveler is in travel status for less than a day and lodging charges are not incurred, reimbursement will be made for breakfast and dinner with receipts, at the following maximum rates:

	Breakfast	Dinner
$71 Meal Allowance	$14	$57
$66 Meal Allowance	$13	$53
$61 Meal Allowance	$12	$49
$56 Meal Allowance	$11	$45
$51 Meal Allowance	$10	$41
$46 Meal Allowance	$9	$37

Note: Incidental expenses such as tips to bellmen, porters, hotel maids, etc., continue to be included in the allowances.

6. Transportation Costs

   Any common carrier transportation costs incurred should be at coach rate unless extenuating circumstances prevent such, in which instance a justification must be submitted with the expense.

   Receipts/air passenger coupons are required for reimbursement.

   Transportation by personally owned automobiles will be reimbursed at the IRS rate in effect at the time of travel unless ESD agrees to an alternative rate. The mileage rate for the calendar year 2011, effective January 1, 2011 is .51 cents per mile.

   All taxi charges must be substantiated by a receipt.

***NOTE**: Incidental expenses such as tips to bellmen, porters, hotel maids, etc., continue to be included in the Federal allowance.*