



EMPLOYEE TRAVEL

Please note: Travel will be prioritized to promotion or tenure related activities.

There are several important forms concerning travel:

- College Travel Authorization Estimated Expense Form (commonly called Travel Authorization)
- NYS Travel Voucher Form (commonly called Travel Voucher)
- NYS Mileage Form (Statement of Automobile Travel) Form
- Over the Max Form

BEFORE TRAVEL TAKES PLACE

TRAVEL AUTHORIZATION

1. To ensure reimbursement after travel; a travel authorization & estimated expense form **MUST** be submitted **before** making any purchases related to the travel. Please submit travel authorization requests to Amanda Marzolf, Executive Assistant to the Dean.
This serves three purposes:
 - To notify the chair and dean about upcoming work-related absences
 - To provide a mechanism by which the funds are encumbered to ensure payment for travel
 - To enable us to budget and plan accordingly
2. If the traveler is attending a conference, it should be indicated on the authorization form if they have been accepted to engage in a poster session or to present at a conference session.
3. Supporting documentation should be sent along with the authorization form and should include:
 - A copy of the conference agenda/schedule
 - Airfare/Train estimate
 - Please provide a screen shot/copy of flight and/or train options with comparable pricing.
 - Using the Business Travel Account (BTA) is a very convenient way for travel to make air and train transportation arrangements. The number for Direct Travel is 800-774-0655. For more information on this, please visit: <https://accountspayable.buffalostate.edu/travel-services>
 - Travelers are often able to secure lower fares on their own than the contract agent can provide. In these cases, reimbursement for the airfare can be made after the trip has taken place. A justification must be furnished showing that there is a cost savings as compared to the Business Travel Account (BTA) price.
 - To ensure that they are getting the best price for their airfare, travelers should research various methods of securing similarly scheduled airline tickets to ascertain reasonable rates before contacting one of the contract travel agents.
 - Lodging estimate
 - Please provide a screen shot/copy of the selected room and pricing.
 - Please indicate on the form in the notes if the hotel is included with the conference.
 - Taxi/Uber Estimate

4. The following two websites should be used to identify Meals and Incidental Expenses (M&IE):
- <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - <https://web.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XIII/4/D.htm>

For example, if the traveler is going to NYC in March 2023, the first website is used to find the rates:

Daily lodging rates (excluding taxes) | October 2022 - September 2023

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACo\) website \(a non-federal website\)](#).

Primary Destination	County	2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
New York City	Bronx / Kings / New York / Queens / Richmond	\$286	\$286	\$286	\$159	\$159	\$258	\$258	\$258	\$258	\$220	\$220	\$286

Meals & Incidentals (M&IE) rates and breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
New York City	Bronx / Kings / New York / Queens / Richmond	\$79	\$18	\$20	\$36	\$5	\$59.25

The second website is used to find the meal breakdown:

October 1, 2022 – September 30, 2023

Meals and Incidental Expenses Total	Continental Breakfast/Breakfast	Dinner
\$59	\$12	\$47
\$64	\$13	\$51
\$69	\$14	\$55
\$74	\$15	\$59
\$79	\$16	\$63

The total reimbursable amount for lodging would be \$258/night, and \$79 for meals.

- For international travel, please use the following website for foreign per diem rates: https://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Please note:

- On the day of departure, breakfast is only reimbursed if the traveler leaves before 7:00 a.m. On the day of return, dinner is only reimbursed if the traveler returns after 7:00 p.m.
- If breakfast or dinner is included with a conference, they cannot be reimbursed. If breakfast is listed as continental, it is allowable to reimburse.
- The employee is only entitled to a reasonable amount of time to conclude the business-related purpose of the trip. Any stay before or beyond that time cannot be reimbursed to the employee (e.g., staying an additional night after the conference has ended).

5. Important: Maximum lodging rates exclude taxes. When lodging takes place within New York State a [Tax Exemption Certificate](#) must be provided to the hotel (you may also need your Government ID). New York State tax is not reimbursable. If the lodging is outside of New York State, state and local taxes are reimbursable and are not included in the lodging per diem rates, but it is highly encouraged that travelers present a tax exemption certificate for that state, if applicable.

Warning: If a travel reimbursement is received (Travel Voucher) without a prior Travel Authorization, there is no guarantee that funds will be available to reimburse.

REIMBURSEMENT METHODS

Method 1: Unreceipted Method

This method requires no receipts, but in general reimburses less than Method 2. Method 1 is often used when a hotel is not needed.

Method 1 provides a flat rate allowance for meals, lodging, and incidental expenses regardless of what type of lodging is obtained. (This includes lodging with relatives or friends.)

Rates are established based on the city or county where the lodging is obtained or the location where the employee has official campus business (whichever rate is less). The location must be identified on the travel voucher. No receipts are required when using this method. Current rates can be found on the GSA website.

Travelers using this method are eligible to receive an additional breakfast on the departure date if they have to depart before 7:00 AM. They are also eligible for an additional dinner on the day of return if they return after 7:00 PM.

Method 2: Receipted Method

This method requires specific receipts to be provided with a Travel Voucher.

Method 2 must include an itemized hotel receipt in the employee's name or documentation showing proof of travel (such as airlines tickets, etc.) and a third party online hotel receipt in the employee's name. If a hotel receipt cannot be provided a copy of a registration that indicates lodging is included in the cost will suffice.

Maximum lodging rates exclude taxes. When lodging takes place within New York State a Tax Exemption Certificate must be provided to the hotel (you may also need your Government ID). New York State tax is not reimbursable. If the lodging is outside of New York State, state and local taxes are reimbursable and are not included in the lodging per diem rates.

Travelers using this method are eligible for an additional per diem for breakfast if they have to depart before 7:00 AM and dinner if they have to return at after 7:00 PM. Meal allowance rates are base upon 20 percent for breakfast and 80 percent for dinner of the full allowance pertaining to the traveler's destination in these cases.

If you share a room with another employee, one-half of the double room charge may be claimed by each person. Separate itemized receipts should be requested of the hotel in order for each traveler to claim per diem rates for meals.

You are allowed lodging and meals for weekends when it is necessary for you to be in travel status.

AFTER TRAVEL TAKES PLACE

TRAVEL VOUCHER

1. As soon as possible upon return (preferably within 30 days), a [NYS Travel Voucher](#) must be submitted with all original receipts and supporting business-purpose documentation. Reimbursable expenses are summarized on this form and there are sections to record personal information, signature, and the approval signature of the supervisor.
2. If a traveler is attending a Conference and stays at a hotel with a cost over the daily hotel per-diem rate, an [Over-the-Max Form](#) must be attached.
3. If a personal vehicle was used during travel, the [Statement of Automobile Travel Form](#) must also be attached, along with a MapQuest of the trip. If an E-ZPass was used, a billing statement should be provided.
4. Please allow plenty of time for the Travel Services office to reimburse travel, they review and process reimbursements in the order they are received. The sooner a travel voucher is completed, the sooner reimbursement will be made.
5. Please submit travel vouchers and documentation to Amanda Marzolf. Once reviewed, Amanda will send the materials to Travel Services with a copy to the traveler.

Warning: Travel funds expire with each fiscal year. Delay in submitting a completed travel voucher may result in a loss of funds for reimbursement due to the lapsing fiscal year.

Please contact Amanda Marzolf in the Dean's Office at marzola@buffalostate.edu or (716) 878-4698 or Travel Services at (716) 878-4117 with any questions you may have while completing travel documents.

Please review the Travel Services website for more details pertaining to travel procedures at <https://accountspayable.buffalostate.edu/travel-services>