

Employee Travel Guidelines



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Binghamton University



First Thing Needed for Any Employee Traveling?

R&A Form

- Once a traveler is aware of an upcoming travel event, this form is the **first** to be completed
- **Rrequest and Authorization to Travel** is necessary before any plans can be made
- It's the who, what, where, when, why, how, and how are you paying for the travel event - road map!
- New Electronic R & A Form for Employee Travel - on your MyBinghamton !!!
 - All asterisked fields must be completed
 - Integrates travel warnings, per-diems and lodging over per-diem policy
 - Need a control number for your airfare? Mark that on your R&A
 - All international travel to DOS and CDC travel warning countries of level 3 or 4 need a Risk Management Assessment form and approval from Risk/President's office

Where are the Forms?

- ▶ On the Travel website, under Travel Information, Traveler Resources:
<https://www.binghamton.edu/offices/travel/traveling/resources.html>
- ▶ [New Electronic R & A Form](#)
- ▶ [Employee State of New York Travel Voucher](#)
- ▶ **When staying at a NYS hotel, we cannot reimburse NYS hotel taxes. Your traveler needs to fill out this form and present it to the hotel at check in:** [New York State Department of Taxation and Finance Exemption Certificate For Tax On Occupancy Of Hotel Rooms \(Form ST-129\)](#)
- ▶ [Interactive New York State Mileage Form](#)
- ▶ [Non-Employee State of New York Travel Voucher](#)

Per-Diems

- ▶ Per-diem, or per day as it translates to, means how much you are allowed a day for meals and hotel rates when traveling
- ▶ US destination meal and hotel per-diems are set by the United States General Services Administration
 - ▶ [GSA Per Diem lodging/meal rates](#)
- ▶ Most accurate search for hotel per-diem is using the zip code of the hotel/place you are going to be staying
- ▶ Only use the M&IE total from that website for the meal per-diem - do not use the US GSA meal breakdown

▶ See here----->

M&IE Total
\$64

- ▶ Use the [NYS Per-diem meal breakdown \(breakfast and dinner\)](#) to break down the meal per-diem
- ▶ 20% breakfast and 80% dinner

Direct Travel and Concur - Airfare Only

- ▶ Direct Travel is our new Travel management company. You can use their online booking tool, Concur (www.concursolutions.com) if your traveler has a profile. You will also need a profile in Concur to book travel for your travelers.
- ▶ You need a **control number** before calling DT or using Concur. Do not try to book any airfare before you have a control number.
- ▶ You get a control number from the Travel office by requesting one on the employee's R&A. A control number will be issued when we receive a fully approved R&A.
- ▶ **Every time** you contact a Direct Travel agent, you are charged \$14.95.
- ▶ Can use Concur online booking tool if your traveler receives a "B" control number - only \$4.95 to book online.
- ▶ **Travelers must pay for their own lodging expenses and get reimbursed on their Travel Expense reports after the travel event.**

NYS Employees Can Pay for their Own Airfare and be Reimbursed

- It must be an economy fare priced without any upgrades that would add to the cost
- The airfare must allow an employee to check a bag and bring carryon luggage
- All of the travel rules apply - most economical
- Detailed and itemized airfare itineraries must be submitted with the traveler's proof of fiscal liability
- Airfare **cannot** be reimbursed until **after** the travel event and are reimbursed on the Employee Report of Travel Expenses and Claim for Payment
- **Employees** always have the option to get a control number to book airfare online with Concur (<https://www.concursolutions.com/nui/signin>) or contacting Direct Travel at (800) 774-0655 or highered@dt.com

Airfare Travel for Work Travel + Personal Business Combined

- ▶ **Traveler must pay for their airfare** when combining work and personal travel - cannot get a control number
- ▶ When incorporating personal travel with business travel, traveler will need
 - ▶ First quote for airfare of what NYS wants him/her to do (i.e.: leave on Monday, come back Thursday)
 - ▶ Second quote including personal travel - what he/she would like to do (i.e.: leave on Monday, come back Sunday)
- ▶ If the quote including personal travel is less than NYS work only quote, BU will cover all of the cost but traveler must be reimbursed for the airfare (NYS costs \$500, quote with personal travel is \$450)
- ▶ If the quote including personal travel is more than the NYS work only quote, the traveler will be reimbursed for the work quote amount (NYS costs \$500, quote with personal travel costs \$550)
- ▶ The traveler will need to pay for the airfare and ask for reimbursement from BU on expense report after the trip with a detailed airfare itinerary, proof of payment and the work quote in print
- ▶ **Get the work quote in writing/print**
 - ▶ **Can't prove the cost if you don't have the quote!!**
 - ▶ **Work quote needs to be quoted the same day the traveler purchases the work + personal airfare**
 - ▶ **No work quote, no reimbursement of flight at all**

Over Per-Diem Lodging Needs Pre-justification

- ▶ If staying at a hotel that is over the area's lodging per-diem, this expense needs to be justified on the R&A form **before the trip occurs** or traveler will only qualify for the area's lodging per-diem (plus applicable taxes outside of NYS on daily per-diem rate).
- ▶ **Conference site** - a conference event is held at your hotel - no pre-justification needed.
- ▶ **Conference recommended hotel** - hotels that are recommended by the Conference organizers but no events are held in any of these hotels...needs pre-justification.
 - ▶ NYS wants traveler to show that traveler tried to obtain the most economical room rate possible - compare 3 like hotels, pick the cheapest and document on R&A before the travel event.
- ▶ If submitting R&A without over per-diem lodging justification, only the area's lodging per-diem amount will be allowed for reimbursement.
- ▶ If you need to justify over per-diem lodging after submitting the R&A, you can send your 3 quotes to travel@Binghamton.edu.
THIS MUST BE DONE BEFORE YOUR FIRST DAY OF TRAVEL

Meal Per-Diems

- ▶ Hotel lodging slip is needed to claim meal per-diem
- ▶ 7/7 rule for entire travel event
 - ▶ Leave at or before 7AM – entitled to breakfast
 - ▶ Leave after 7AM - no breakfast
 - ▶ Arrive home at or before 7PM - no dinner
 - ▶ Arrive home at or after 7PM – entitled to dinner
- ▶ If traveling during a breakfast or dinner time, you get your meal per-diem.
- ▶ Interactive [GSA Per Diem lodging/meal rates](#) to find lodging and meal per-diems for the area you are **lodging...do not use the GSA per-diem meal breakdown!!!**
- ▶ [NYS Per-diem meal breakdown \(breakfast and dinner\)](#) at 20% breakfast and 80% dinner (whole dollars, round based on change amount).
- ▶ Meals provided by conferences/meetings/hotels **are not reimbursable to traveler**...NO PER-DIEM...please let us know if a reception held at dinner time includes dinner. **Lunch/Snacks not a covered service**—ever (wrapped up in the meal per-diem).
- ▶ **We will need a conference schedule of events with expense report that spell out meals included in conference for any per-diem meals being claimed.**
- ▶ **Method 1 aka Unreceipted Method**—staying with family or friends and no hotel stay...different than regular meal per-diems for lodging and meals. Please refer to this link:
<https://www.binghamton.edu/offices/travel/traveling/lodging-and-meals.html>

M&IE Total

\$64



Personal Car vs. Rental Car

- NYS will only reimburse the most economical mode of any travel, including automobile travel.
- The [Enterprise / National Calculator](#) or [Hertz Current calculator](#) should be used whenever automobile travel is being considered. **Add a day** to the calculation to account for drop off and pick up of rental. If a rental vehicle is less expensive and personally owned vehicle (POV) is used, reimbursement will only be at the rental vehicle rate. A Statement of Automobile Travel (Mileage) form is needed whenever a POV is used.
- If the rental car is more expensive than taking your own car, it's still OK...we do not make you take your own vehicle.
- Using any car class other than compact or standard will need to be justified/approved by the Travel Office.
- A Statement of Automobile Travel (Mileage) Form is needed with the total miles driven if driving a personal vehicle, even if only receiving a lower reimbursement amount. Please sign this form. **Whole miles only...please round up/down...or we just take the extra partial miles off.**
- Book through Enterprise or Hertz directly...not Direct Travel

Calculation Example



Office of General Services



Personal Car at Rental Rate Calculator Enterprise/National



Rates* as of: 01-01-2021

* Mileage reimbursement rate prior to 1/1/2021 also available below.

Input Variables	
Total Miles to be Traveled	200
Location where the rental was made	All Other Locations
Size of Vehicle	Standard
Daily, Weekly or Monthly rental	Daily
Total Days, Weeks or Months in Rental	2
# of Miles to Rental Agency (roundtrip)	0
Cost of Gasoline per Gallon	\$3.45
Car Rental Price	\$34.75
Mileage Reimbursement Rate	\$0.560
Rental Car Gas Mileage (MPG)	25

Click the cell to select your location from a drop down

Click the cell to select the size of your rental from a drop down menu.

Click the cell to select the term of rental - Daily, Weekly or Monthly.

\$\$ Price/Gallon - Change Amount Based on Area

Click the cell to select the correct mileage reimbursement rate: prior to or after

Instructions: When it is cheaper to rent a car but you would prefer to use your own vehicle, you must adjust the mileage claimed on your expense report to be equivalent to the cost of a rental. This form will use the variables you enter to calculate how many miles you must claim (roundtrip) to equal the cost of a rental vehicle.

[Link to Enterprise online renting for government employees](#)

[Link To AAA Daily Fuel Gauge Report - Areas Fuel Prices](#)

Calculated Results	
<i>Lowest cost highlighted in yellow.</i>	
Own Car Cost	\$ 112.00
Rental Car Cost	\$ 97.10
Rental	\$ 69.50
Refueling	27.60
Mileage to rental agency	-
	\$ 97.10

Miles to Claim on Expense Report to equal the cost of a rental:

Departure:	87
Return Trip:	87

Personal Car Use Travel Voucher Justification


Complete the fields in brackets and copy this into the Comments/Justification of the travel voucher:

Personal Car Use Travel Voucher Justification	
Despite a rental being the lowest cost option from my trip on <insert date>:	00/00/2021
I chose to use my personal vehicle for convenience. The actual length of the trip was <insert miles> miles:	0
I have adjusted the mileage on the voucher to give a reimbursement equivalent to the cost of renting a car per the GOER calculator.	



Expense Reports **MUST** be Submitted in within 30 days of Trip

- Employee Travel Expense reports **must** be submitted to the Business Office with all of the required documentation (payable ready) within 30 calendar days of the end of the travel event.
- No exceptions!
- Late expense reports will be returned unprocessed.



Supporting Literature Needed to Support Travel Event

- Supporting literature is the who, what, where, when, and whys of the travel event and its benefit to the University. Supporting literature can be in the form of:
 - an agenda
 - itinerary
 - conference schedule of activities
 - e-mail string, etc.
- If there is no formal literature for the travel event, we would need a detailed itinerary to cover **each day**.
- We will need a conference “Schedule at a Glance” anytime per-diem meals are being claimed while attending conferences.




Save All Original Receipts

- ▶ Travelers must provide original receipts with expense reports from the travel event to be reimbursed for any expenses coverable per the NYS OSC Travel guidelines and manual.
- ▶ Without the traveler's original receipts, we **cannot** reimburse the expenses.
- ▶ Have your traveler bring a manila envelope to put all their receipts in...even if they might not be reimbursable!!
- ▶ These can be sorted out while completing the Travel Expense report.
- ▶ Original receipts cannot be created after the fact!!



What do you Need to Complete the Expense Report?

- R&A form - road map for this trip with all of the information you need (who, what, where, when, why and how are you paying for these expenses)
- Traveler's N number, department name, home address, departure address, destination address (street, city, state and zip for all)
- Supporting literature for the trip
- All original receipts for expenses being claimed for reimbursement
- Detailed airfare itinerary and control number or credit card statement
- Mileage vs rental calculation and mileage form, if applicable
- Traveler's home address, departure address, destination address (street, city, state and zip for all)
- Extra forms for meals/incidentals, if applicable
- Proof of fiscal liability (Credit card/Bank statement), if applicable
- Lodging slip if claiming per-diem meals



R&A and Travel Expense Report Funding Must Match

- If R&A funding does not match the Travel expense report funding, we cannot process the expense report.
- If the R&A funding needs to be changed after the original form was filed, we will need an email with the change requested and approved by each approver listed on the R&A. This can be sent with the Expense report.
- If other pertinent trip information changes (dates, purpose, location, limited), we will need an email with the change requested and approved by each approver listed on the R&A. This can also be sent with the Expense report.
- If R&A is limited to a certain \$\$\$ amount, that amount **includes** any airfare control number that was issued.



Submitting Expenses that Require Proof of Fiscal Liability

- ▶ Any item that we would have to figure out who exactly paid the expense (BU or Traveler). Some examples:
 - ▶ Registration fees - usually paid via P-Card/PO
 - ▶ Car rentals - usually paid by PO to the vendor
 - ▶ Charges on a receipt that does not show a payment amount or does not have a zero total
 - ▶ Receipt not in the traveler's name
 - ▶ We reserve the right to ask for proof of fiscal liability for **any expense** that is being sought for reimbursement

Day Trips

LODGING AND MEALS

[Home](#) › [Travel Information](#) › [Lodging and Meals](#)

Employees may choose one of two methods for reimbursement for overnight travel, but cannot mix methods. Breakfast and dinner are reimbursable meals, lunch is not.

Binghamton University considers our core work hours to be from 8am to 5pm; we apply the 7am to 7pm rule for meals to be reimbursed. Any variance from this schedule will need extra supporting documentation from the traveler.

Day Trip Reimbursement

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 or before 7:00 AM, and/or dinner if they return home after 7:00 PM.

Travelers without meal receipts are reimbursed \$5.00 for breakfast and/or \$12.00 for dinner.

Travelers with itemized meal receipts are reimbursed up to the maximum amount of the meal per-diem allowance (Method 2) specified for the particular area of travel. Day trip meal reimbursements are reportable as income to the IRS.

Travel Office

[News](#)

[Travel Information](#) ▼

[Airfare/Train Reservations](#)

[Lodging and Meals](#)

[Conference Registration Fees](#)

[Miscellaneous Expenses](#)

[Traveling Tips](#)

[Traveler Resources](#)

[BU Travel Agent](#)

[Non-Employee Travel](#)

[Foreign Travel](#)

[Vehicle Usage](#)

[Travel Updates](#)

[Contact](#)

Foreign Travel - Advisory

News

Travel Information

BU Travel Agent

Non-Employee Travel

Foreign Travel

Vehicle Usage

Travel Updates

Contact

Home > Foreign Travel

Foreign Travel and Restricted Travel Advisory

Occasionally, employees may have to travel outside of the continental United States for the benefit of the University. When seeking reimbursement, Travelers must:

- Seek reimbursement based on the maximum per diem allowance established by the U.S. Department of State, [Foreign Per Diems](#). The foreign per diem rates are published monthly. Expenses must be converted to US currency based upon the exchange rate in effect during the period of travel. This can be done on [Currency Converter](#).
- Breakdown meal per diems, if needed, (20 percent of total meal per-diem for breakfast and 80 percent total per-diem for dinner).
- Follow the University's policy on traveling to countries that are listed on the US Department of State's Bureau of Consular Affairs' Travel Warning website. Binghamton University's policy is listed below:

Travel Warning Notice

The U.S. Department of State's Bureau of Consular Affairs and the Centers for Disease Control and Prevention, based on relevant information, issue travel advisories for every country in the world. Employee and student travelers to a country or a specified area within a country with a Level 3 or Level 4 must receive authorization prior to travel.

The traveler must submit a [Request to Travel to Countries with a Travel Warning \(.docx\)](#) to Risk Management, AD-217 to begin the ITSC review process. Control numbers will not be issued until the Travel event has been approved by the International Travel Safety Committee.

For more information, please visit the [international travel page](#).

Travel Office

News

Travel Information

BU Travel Agent

Non-Employee Travel

Foreign Travel

Vehicle Usage

Travel Updates

Contact

What do you Need to do When?

► Before the trip

- Send the traveler a link to the [Travel website](#) and the link to the [NYS OSC Travel Manual](#) - traveler's responsibility to know the NYS Travel rules and regulations
- Find out your lodging and meal per-diems
- Do you need to justify over per-diem lodging? If so, get your quotes ready for your R&A (or is event at the conference site the traveler is staying at?)
- Foreign travel in need of a Risk Form? If so, do that now and wait for the approval before doing your R&A
- **FILL OUT R&A**
- Mileage vs rental calculation if traveling by car and the traveler wants to take their own car
- Set up an appointment for one week after the trip to meet with your traveler to get the travel receipts and details set to do the expense report

► During the trip

- Keep all of your receipts in a manila envelope
- Have your traveler keep a daily itinerary of the trip unless there is one provided for them (agenda, conference schedule at a glance, etc.)

► After the trip

- Sit down with your traveler with their itinerary and their receipts to get all of the information to complete the expense report
- Have the expense report signed and approved by the traveler and their supervisor
- If any major changes to the trip have happened, make sure to attach email approval trail
- Staple everything (receipts, supporting literature, copy of the R&A, mileage form, mileage vs rental calculation, extra meal/incidental forms, proof of fiscal liability, etc.) to the expense report and send it to the Travel Office **no later than 30 calendar days after the trip**




Did your Traveler Forget to Claim an Expense?

- ▶ If so, and it is within the 30 days of the end of the travel, you can submit it
- ▶ New Travel expense report
 - ▶ Write “**Supplemental**” at the top of the form (so we know that we’ve already processed the majority of this travel)
 - ▶ Fill out the top of the report the same as the other—who, what, where, when, why, N number, addresses, etc
 - ▶ Only put the **additional expense** on the expense portion of the report and attach the original receipt (and proof of payment, if applicable)
 - ▶ Put the funding account on the form that matches the R&A
 - ▶ Get your signatures from the Traveler and their supervisor on this form
 - ▶ Submit all of this to the Travel Office ASAP
 - ▶ If over 30 days, it will be returned...unless the receipt is dated after the travel (like Hertz’s PlatePass toll receipt...usually comes a few weeks after the trip). The date of the receipt will start a new 30 day “clock” and we will need Proof of payment for this type of receipt

A Few Items of Note

- ▶ **Lodging** - has to be paid for by the Traveler and reimbursed on their expense report after the trip...we have no way to pay for it any longer (I know I said it earlier 😊 but this is new to post-Plaza Travel arrangements)
- ▶ **Tipping** - is allowed, up to 20% of the allowable service or goods...not the additional taxes or fees
 - ▶ UBER/Lyft/Taxi/Shuttle, Valet, food (if your department requires itemized meal receipts) - write the amount on your receipt if not included in the itemization
 - ▶ If tipping hotel housekeeping/bellman/porters, you need to be **under per-diem** to do so, and can only be reimbursed up to the lodging per-diem for the area. If at or above per-diem, these tips cannot be reimbursed
- ▶ If asked to send more information/additional documentation, please write the Traveler's name, dates and location of the travel event on the information you are sending
 - ▶ The easiest way to provide this information is to send to travel@binghamton.edu or reply to the email that you were sent. All of the travel information will be contained in your email



E-mail Address for Travel Items

- travel@binghamton.edu 😊
- To be used for:
 - General Travel inquiries including but not limited to:
 - Pre-Travel planning
 - Timely expense report submission requirements
 - Over per-diem justification requirements for lodging
 - Mileage vs rental calculations check
 - Rules/Regulations clarification
 - Questions regarding information sent to you from the Travel Office
 - Follow up documentation that we have requested from you
 - Any travel questions/thoughts you may have/scenarios you'd like to run by us



Website, Contact Information and Questions

- <https://www.binghamton.edu/business-office/>
- <http://www.binghamton.edu/travel/news.html>
- Travel Office contacts:
 - Rose Hassett, 777-4660
rhassett@binghamton.edu
 - JoAnne Arsenault, 777-2037
jarsenau@binghamton.edu
 - Christa McEwan, 777-4453,
cmcewan@binghamton.edu



Questions?