



Travel 101

with your NYS Funds



dreamstime.com



Binghamton University



First thing needed for an Employee traveling?

R&A Form

- Once a traveler is aware of an upcoming travel event, this form is the **first** to be completed.
- Electronic R&A for Employee Travel!!!
 - Do not use autocomplete...type all info in
 - When entering an e-mail address, type in the first part of the e-mail (ex: rhasset), then tab. If the e-mail is valid, the system will finish the person's info for you.
- Once a traveler is aware of an upcoming travel event, this form is the **first** to be completed.
- Paper R&A form accepted until 12/31/19
- If paper form, only original signatures are accepted
- Non-Employees do not need an R&A...what do we need for their travel?? Next slide, please...



No R&As needed for Non-Employees!

- ▶ The Electronic R&A process is for Employees only
- ▶ The approval flow for non-employee travel will be the signatures and funding account(s) on the Non-Employee Travel Voucher
- ▶ Please attach an e-mail trail from the person who is allowing the expenditure of your NYS funds allowing the traveler to “travel” and be reimbursed. Please be specific to traveler, dates and travel destinations
- ▶ You will still need the traveler to sign the Travel Voucher and provide a payee ID (SSN or US Drivers License number with state of issuance) and correct address
- ▶ The person who is allowing the expenditure of the NYS funds also needs to sign the Travel Voucher as Supervisor
- ▶ Don't forget to include the 8 digit NYS funding account number(s) in the cost center unit box on the bottom left. Without this, we cannot process the reimbursement.



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
- It must be for work related travel only (not combined with personal time)
- All of the travel rules still apply
- Airfare expenses must be submitted with the traveler's proof of fiscal liability
- Airfare **cannot** be reimbursed until **after** the travel event and must be submitted via the Employee Report of Travel Expenses and Claim for Payment
- Employees always have the option to get a control number from the Travel Office and book through Plaza Travel (607)729-2225



Common Themes...

- ...that we see that can negatively impact your Traveler's reimbursement



Not turning in Expense Report 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.



Not saving 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 them 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!!



Over per-diem lodging without 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 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.
- \$\$\$ will be deducted from your expense reimbursement if lodging is paid via lodging control number.



No Supporting Literature 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



Travel for Work Travel + Personal Business combined

- ▶ When incorporating personal travel with business travel, traveler will need quotes for airfare of what NYS wants him/her to do (i.e.: leave on Monday, come back Thursday)
- ▶ Quote for what he/she would like to do (i.e.: leave Monday and come back Sunday)
- ▶ If the personal quote is less than NYS', BU will cover all with traveler's control number (NYS costs \$500, personal business quote is \$450)
- ▶ If the personal quote is more than NYS', the traveler can charge to his/her control number up to the NYS allowable amount and **provide a personal credit card to charge the overage at time of booking** (NYS' costs \$500, personal business quote is \$550)
- ▶ **Get the work quote in writing**
 - ▶ ...can't prove the cost if you don't have the quote!!



Not figuring Meal Per-Diems correctly

- ▶ 7/7 rule for entire travel event
 - ▶ Leave at or before 7AM-you get breakfast
 - ▶ Leave after 7AM-no breakfast
 - ▶ Get home at or before 7PM-no dinner
 - ▶ Get home at or after 7PM-you get dinner
- ▶ If traveling during a breakfast or dinner time, you get your meal per-diem
- ▶ Lunch/Snacks not a covered service—ever (wrapped up in the meal per-diem)
- ▶ Interactive US GSA Website (link on Travel Website) to find lodging and meal per-diems for the area you are **lodging...do not use the GSA per-diem meal breakdown!!!**
- ▶ NYS breaks down the meal per-diem at 20% breakfast and 80% dinner (whole dollars, round based on change amount aka Math 101).
- ▶ 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.
- ▶ **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.**
- ▶ Hotel lodging slip is needed to claim meal per-diem



Personal car driven without checking Mileage Calculator

- ▶ 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 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 to take your own car, it's still OK...
- ▶ Using any car class other than compact or standard will need to be justified/approved by traveler's supervisor.
- ▶ A Statement of Automobile Travel (Mileage) Form with the total miles driven is needed if driving a personal vehicle, even if only receiving a lower reimbursement amount. Please sign this form. Whole miles only...please round up.

Calculation Example

travelcenterprisenational_0 [Read-Only] - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells Editing

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40

A B C D E F G H I J K L M N O P Q R S T U



**New York State
Office of General Services**



Personal Car at Rental Rate Calculator



Rates as of: 1-1-2019

* Mileage reimbursement rate prior to 1/1/2018 also available below.

Input Variables	
Total Miles to be Traveled	290
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)	10
Cost of Gasoline per Gallon	\$2.70
Car Rental Price	\$33.20
Mileage Reimbursement Rate	\$0.580
Rental Car Gas Mileage (MPG)	25

Click the cell to select your location from a drop down menu.

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 Traveled.

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	
<small>Lowest cost highlighted in yellow.</small>	
Own Car Cost	\$ 168.20
Rental Car Cost	\$ 103.52
Rental	\$ 66.40
Refueling	31.32
Mileage to rental agency	5.80
	\$ 103.52

# Miles to Claim on Expense Report to equal the cost of a rental:	
Departure:	89
Return Trip:	89

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>:	00/00/2019
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.

Main Calculator

Ready

8:37 AM 11/12/2019



R&A and Travel Expense report funding does not 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 change after the original form was filed, a new R&A form will need to be completed and re-signed by each person.
- ▶ Please mark the new R&A as “Amended” on the top of the form.
- ▶ If other pertinent trip information changes (dates, purpose, location, limited), an amended R&A form is also needed.
- ▶ If R&A is limited to a certain \$\$\$ amount, that amount **includes** any control numbers issued.

Traveler's Home Address does not match address per OSC

https://www.binghamton.edu/travel/travel-information/travel_expense_form.pdf

Sign In

Last Name	First Name	MI	Suffix	
Bearcat	Baxter	X		
Home Address	City	State	Zip	
4400 Vestal Parkway East, Binghamton University	Binghamton	NY	139026000	
Business Purpose	Travel Description			
Mascot Convention	Singaraja, Bali			
Start Location Street (City, State)	Start Location Zip	Check if used:		
Residence	00000	<input checked="" type="checkbox"/> Travel Agency		
Destination Location Street (City, State)	Destination Location Zip			
1 Rose is Great Street	ABC-DEF			
Travel Start Date and Time	Travel End Date and Time			
01/15/2018 8:00 am	01/21/2018 8:00 pm			
1. Indicate All Travel Expenses	<small>If more space is required in any section, use the associated detail form (number shown in parenthesis below.)</small>	Totals	2. Summary	Amount
Lodging	Hut on Ocean 6 days @ 20.00 day		A. Total Travel Expenses	\$ 36.00
Control number #B1234561 (\$120.00)		\$ 0.00	B. Subtract Amount Billed to Corp Card (AC 3256-S)	\$ 120.00
Transportation (AC 3259-S)			C. Other Direct Bill to Agency (Specify)	
			Funding Source 1 12345678	36.00
Meals (AC 3258-S)	Overnight Per Diem 6 @ \$ 6.00 each =	\$ 36.00	Funding Source 2	
Additional Breakfast @ \$ each + Additional Dinner @ \$ each =		\$ 0.00	Funding Source 3	
Day Trip Breakfast @ \$ each + Day Trip Dinner @ \$ each =		\$ 0.00		

3:07 PM 1/20/2018

Leaving the dates/times off of the Expense report/voucher

https://www.binghamton.edu/travel/travel-information/travel_expense_form.pdf

binghamton.edu

MCAfee

Suggested Sites

Sign In-My Red Dragon

Office of the New York Sta...

NYS OSC VMU

myCampus Secure Login

Maps

List

HR Home

SUNY Financials

Weather

Sign In

Last Name Bearcat	First Name Baxter	MI X	Suffix
Home Address 4400 Vestal Parkway East, Binghamton University	City Binghamton	State NY	Zip 139026000
Business Purpose Mascot Convention	Travel Description Singaraja, Bali		
Start Location Street (City, State) Residence 1 Rose is Great Street	Start Location Zip 00000	Check if used: <input checked="" type="checkbox"/> Travel Agency	
Destination Location Street (City, State) ABC-DEF	Destination Location Zip		
Travel Start Date and Time 01/15/2018 8:00 am	Travel End Date and Time 01/21/2018 8:00 pm		

1. Indicate All Travel Expenses	Totals	2. Summary	Amount
Lodging Hut on Ocean 6 days @ 20.00 day		A. Total Travel Expenses	\$ 36.00
Control number #B1234561 (\$120.00)	\$ 0.00	B. Subtract Amount Billed to Corp Card (AC 3256-S)	\$ 120.00
Transportation (AC 3259-S)		C. Other Direct Bill to Agency (Specify)	
		Funding Source 1 12345678	36.00
Meals (AC 3258-S)		Funding Source 2	
Overnight Per Diem 6 @ \$ 6.00 each =	\$ 36.00	Funding Source 3	
Additional Breakfast @ \$ each + Additional Dinner @ \$ each =	\$ 0.00		
Day Trip Breakfast @ \$ each + Day Trip Dinner @ \$ each =	\$ 0.00		

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Submitting Expenses that will 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
 - ▶ Hotel lodging expense claimed if control number was issued
 - ▶ Control number should be cancelled with the Travel Office if it is not being used
 - ▶ Parking charged and paid on the same folio/receipt as hotel stay but hotel stay is paid with control number
 - ▶ Car rentals
 - ▶ 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



➔ Some items
of note

Report control number charges on your Expense Report

https://www.binghamton.edu/travel/travel-information/travel_expense_form.pdf

binghamton.edu

McAfee

Suggested Sites

Sign In-My Red Dragon

Office of the New York Sta...

NYS OSC VMU

myCampus Secure Login

Maps

NYS List

HR Home

SUNY Financials

Weather

196%

Sign In

Agency Name Binghamton University		Business Unit/Department Code SNY01/ Business Office	
Employee ID N 01234567	Official Station Address Binghamton		Official Station Zip 13902
Last Name Bearcat	First Name Baxter	MI X	Suffix
Home Address 4400 Vestal Parkway East, Binghamton University		City Binghamton	State NY
		Zip 139026000	
Business Purpose Mascot Convention		Travel Description Singaraja, Bali	
Start Location Street (City, State) Residence		Start Location Zip 00000	Check if used: <input checked="" type="checkbox"/> Travel Agency
Destination Location Street (City, State) 1 Rose is Great Street, Singaraja, Bali		Destination Location Zip ABC-DEF	
Travel Start Date and Time 01/15/2018 8:00 am		Travel End Date and Time 01/21/2018 8:00 pm	
1. Indicate All Travel Expenses <small>If more space is required in any section, use the associated detail form (number shown in parenthesis below)</small>		Totals	2. Summary
Lodging Hut on Ocean 6 days @ 20.00 day			A. Total Travel Expenses \$ 36.00
Control number #B1234561 (\$120.00)		\$ 0.00	B. Subtract Amount Billed to Corp Card (AC 3256-S) \$ 120.00
Transportation (AC 3259-S)			C. Other Direct Bill to Agency (Specify)
			Funding Source 1 \$ 36.00 12345678
Meals (AC 3258-S) Overnight Per Diem 6 @ \$ 6.00 each =		\$ 36.00	Funding Source 2
Additional Breakfast @ \$ each + Additional Dinner @ \$ each =			Funding Source 3

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Where does the funding account go on the Expense report?

https://www.binghamton.edu/travel/information/travel_expense_form.pdf

binghamton.edu

MCAfee

Suggested Sites: Sign-In-My Red Dragon, Office of the New York Sta..., NYS OSC VMU, myCampus Secure Login, Maps, List, HR Home, SUNY Financials, Weather

Sign In

Last Name Bearcat		First Name Baxter		MI X	Suffix
Home Address 4400 Vestal Parkway East, Binghamton University			City Binghamton	State NY	Zip 139026000
Business Purpose Mascot Convention			Travel Description Singaraja, Bali		
Start Location Street (City, State) Residence			Start Location Zip 00000	Check if used: <input checked="" type="checkbox"/> Travel Agency	
Destination Location Street (City, State) 1 Rose is Great Street			Destination Location Zip ABC-DEF		
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Additional Breakfast	@ \$ each + Additional Dinner @ \$ each =	\$ 0.00	Funding Source 3	
Day Trip Breakfast	@ \$ each + Day Trip Dinner @ \$ each =	\$ 0.00		

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Non-Employee Travel

- ▶ Non-employees don't need to complete an R&A
- ▶ Non-employee travel vouchers must be completely filled in and all original receipts are needed
 - ▶ No control numbers ...use Req/PO/SFR
 - ▶ SSN or US Drivers License number plus State of issue.
 - ▶ Travel dates, times, destination, purpose, etc.
 - ▶ No SSN/US Drivers License? Need copy of Visa or passport
 - ▶ Proof of fiscal liability is needed for hotels, rental cars and airfare if non-employee pays for them
 - ▶ Follows the same rules of travel as per NYS OSC **except** the 30 day rule

Miscellaneous Items

- Expense report is for **traveler's expenses only** (see hosting policy on AP Website)
- Only work-related Taxi/UBER/LYFT receipts are reimbursable (not to and from dinner, party, etc.)
- Tips – need explanation/justification and only allowed up to 20% of allowable charges. Tip only on service, not added fees or taxes.
- Hotel tips are not reimbursable if staying at or above the area's per-diem
- **Staple** everything to expense report
- When sending follow up documentation, please identify the traveler & trip info (dates/destination)



IDA Award \$\$\$ and Travel

- ▶ NYS funds...monies are governed by NYS OSC Travel rules-account needs to appear on your signed R&A
- ▶ Awarded in first quarter of the year-usually only one award per fiscal year
- ▶ Travel **before** the award date-30 day timeline start the day after the award is given
- ▶ Travel **before** the award date-airfare will be reimbursed **IF** no other NYS funds were given for the travel event
- ▶ Travel after award date-follows regular 30 day rule

Foreign Travel-Advisory



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myCampus Secure Login SUNY Financials NYS OSC VMU Maps Office of the New York St... Suggested Sites Weather HR Home SFS IDL Query Form

Page Safety Tools ?

News

Travel Information

Non-Employee Travel

Foreign Travel

Overseas Insurance Program

Vehicle Usage

Contact Us



binghamton.edu → travel → 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:

1. 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](#).
2. Must breakdown meal per diems, if needed, (20 percent of total meal per-diem for breakfast and 80 percent total per-diem for dinner).
3. 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, based on relevant information, issues travel warnings to U.S. citizens that recommend Americans avoid travel to certain countries. The countries and dates the travel warnings were issued are listed on the [Current Travel Warnings](#) Web site.



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
 - Rules/Regulations clarification
 - Questions regarding information sent to you from the Travel Office



Website, Contact Information and Questions

- <https://www.binghamton.edu/business-office/>
- <http://www.binghamton.edu/travel/news.html>
- Travel Office contacts:
 - Rose Hassett, rhassett@binghamton.edu -7-4660
 - Nicole Alfarano-Halwachs, nalfaran@binghamton.edu -7-4453
 - JoAnne Arsenault, jarsenau@binghamton.edu -7-2037



Questions?