**Travel Expense Section:**
This section of the document relates to the expenses incurred and funding used.

If more space is required for any of the following sections, use the associated detail forms at: [http://www.osc.state.ny.us/agencies/forms/index.htm](http://www.osc.state.ny.us/agencies/forms/index.htm) and scroll down to the **Travel** section. The number of the form needed is shown in parentheses. When using these forms, type **See Attached** in the **Travel Expense Section** and put the **Total Amount Claimed** (from the detail form) in the **Totals** field of the **Travel Expense Section**.

<table>
<thead>
<tr>
<th>1. Indicate All Travel Expenses</th>
<th>Totals</th>
<th>2. Summary</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lodging</strong></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Transportation (AC3259-S)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals (AC3258-S)</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Additional Breakfast</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Dinner</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day Trip Breakfast</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day Trip Dinner</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage Claimed (AC140-S)</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incidental Expenses – List (AC3255-S)</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Travel Expenses</strong></td>
<td>$0.00</td>
<td><strong>Total Amount Claimed</strong></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

13. **Lodging:**
- If the traveler used our travel agent, Plaza Travel, to book lodging, then put the control number assigned to the traveler by the Travel Office in this section along with the total cost of the lodging in parentheses. The expense total would then be $0.00.
- If the traveler used their own personal funds to pay for lodging, then fill in with the name of the hotel and the lodging receipt total.

**Note:**
- The lodging receipt serves as eligibility for meal per diems. Therefore, no receipts for meals are required unless specified by your department.
- Tipping the bellman and/or maid is allowable up to 20% assuming the room rate is **under per diem**. Any tipping that is done exceeding the room rate, is not reimbursable.
14. Transportation: (AC3259-S)
   - If the traveler is flying, he/she must get a control number from the Travel Office by submitting a completed R&A asking for an air control number. He/she must use our travel agent, Plaza Travel, to book air fare. Put the control number assigned to the traveler by the Travel Office in this section along with the total cost of the air fare in parentheses. The expense total would then be $0.00.
   - If the traveler used their personal funds to pay for a bus, train or rental car, fill in the agency name and receipt total.

15. Meals: (AC3258-S)

   *Breakfast and Dinner are the only allowable meals.*

   Use the following 7 & 7 Rule to compute entitled meals:
   - Leave:
     Before 7 am – Entitled to Breakfast
     After 7 am – No Breakfast
   - Return:
     Before 7 pm – No Dinner
     After 7 pm – Entitled to Dinner

   Ex: Traveler’s trip is for 3 days – they leave at 6 am and return at 5 pm:
   - Day 1: Breakfast and Dinner (full day per diem)
   - Day 2: Breakfast and Dinner (full day per diem)
   - Day 3: Breakfast only

   - **Overnight Per Diem** line – type in the number of full days the traveler was on business. Next, type the per diem amount of the destination traveled. The Totals column will automatically be calculated for you.
   - **Additional Breakfast/Dinner** line – this line is used if the traveler is due an extra breakfast and/or dinner based on their departure and arrival times. Fill in the day and per diem amounts.
   - **Day Trip Breakfast/Dinner** line – this line is used for day trip meals if the traveler will be claiming them during their trip. Fill in the day and per diem amounts.

16. Mileage: (AC160-S)
   - If the traveler used their personal vehicle for transportation, the number of miles traveled must be filled in, followed by the mileage rate at the time of the trip.
     i. The traveler must submit a Statement of Automobile Travel (mileage) form, AC-160.
   - Current mileage rates can be found at:
17. **Incidental Expenses:** (AC3259-S)
   - This area designates any other type of expenses that the traveler is eligible to be reimbursed for. Examples include: taxi, subway, baggage, internet, tolls, etc.
   - Type each incidental expense and receipt amount.
   - Tipping is allowed up to 20% of total receipt for taxis.

18. **Funding:**
   - This is the area designated for your funding. The funding source must match the Request & Authorization (R&A) form exactly.
     i. If one source of funds were used, put your *account number* next to **Funding Source 1** and the *total amount* of the reimbursement in the **Amount** field directly underneath.
     ii. If multiple sources of funding were used, put the *account number* next to **Funding Source 1** and the *amount* in the **Amount** field directly underneath. Continued to do this for **Funding Source 2** and **Funding Source 3**. Make sure the amounts equal the *Total Travel Expenses* amount.