

Travel 101

Presented By: Procurement Services

September 17, 2024

September 19, 2024

Travel Updates

- We are the Travel Office, here to help guide and assist you on the travel process from start to finish.
- If the trip is funded with state funds only, or self-pay (record of travel) submit it to travel@potdam.edu.
- If the trip is funded with foundation funds only, submit it to helenbjapotsdam.edu. The travel office will not need a copy.
- If the trip is funded with state and foundation funds, submit it to helenbjapotsdam.edu. Julie will sign it and return it to the department. The secretary/traveler will submit it to travel@potdam.edu.
- The Travel Requisition now only requires the Traveler's and Supervisor's signature.
- The Travel Office will get the foundation office's signature on the Travel Requisition.
- We have a computer station available in our office if you need assistance completing your travel forms. However, you are welcome to do this on your own.
- You are no longer required to take a fleet vehicle.
- Fleet vans are available for student trips. There is no charge for the van if you are using state funds. You will be charged at the IRS mileage rate if you use foundation or IFR funds.

Traveler's Responsibilities

- Know the College and the State's travel rules
- Know your Official Station and its effect on eligibility for travel reimbursement
- Complete a Travel Requisition 30 days in advance of travel
- Secure the most economical method of travel in the best interest of the State or accept a lesser reimbursement for personal convenience
- If you use a Travel Card (when traveling on State funds) to eliminate out-of-pocket expenses, follow the proper procedures
- Maintain an accurate record of all expenses
- Include required receipts or documentation when submitting Travel Vouchers
- Submit claims for reimbursement for only actual allowed expenses within reimbursement rate limits
- Submit accurate Travel Vouchers upon return from travel, within 5 days of the end of travel
- Failure to do so could result in loss of reimbursement

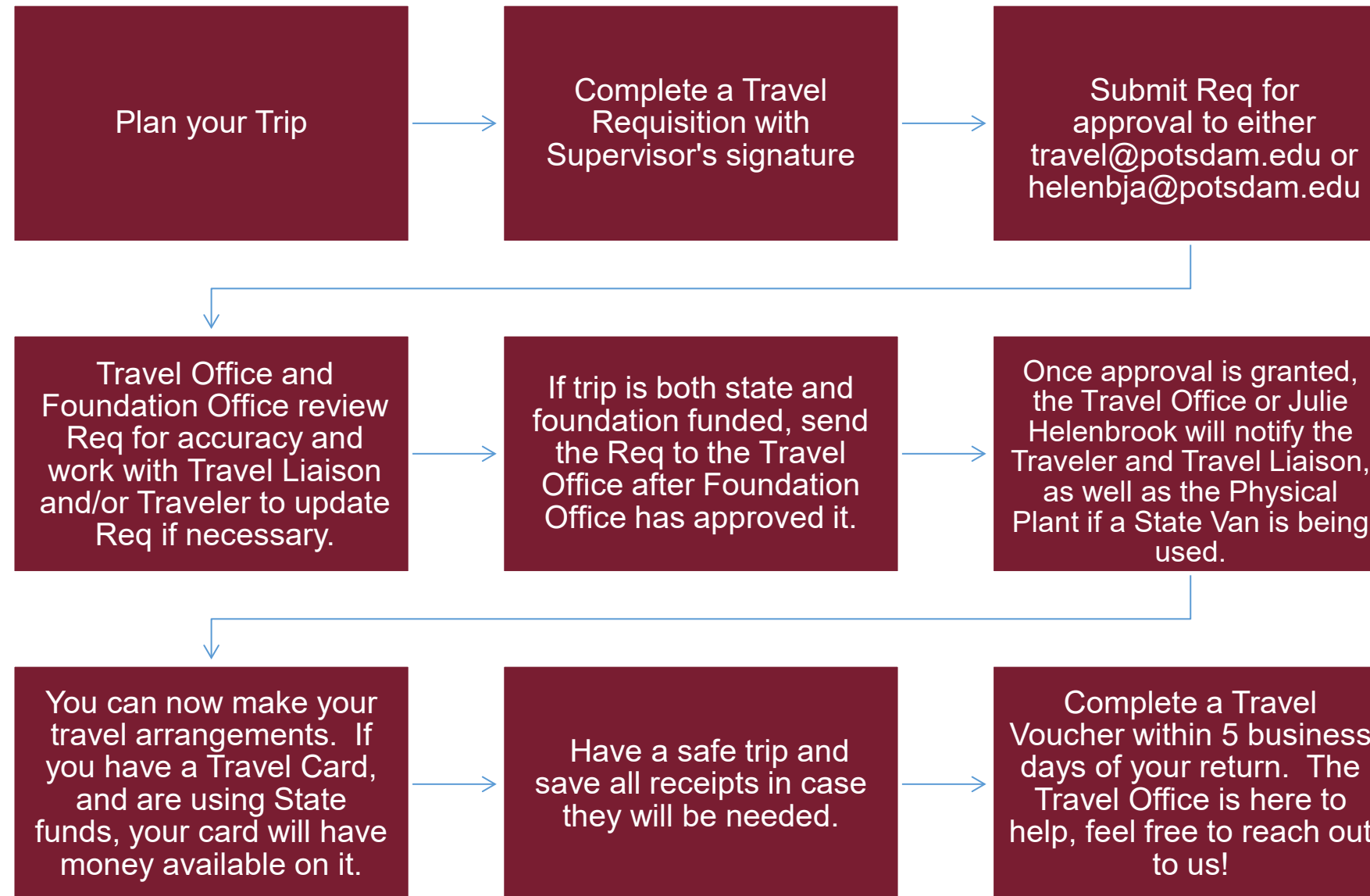


Supervisor's Responsibilities

- Know the College and the State's travel rules
- Know the Traveler's Official Station and its effect on the reimbursement
- Authorize travel only when necessary and appropriate
- Review Travelers' itineraries in advance to ensure the most economical method of travel is used in the best interest of the College
- Verify that expenses are within allowable rates and all required documentation is included
- Verify that expenses are actual, necessary and reasonable
- Review and approve Travel Vouchers in a complete and timely manner.



The Travel Process



Breakdown of Key Forms

Travel Requisition

- Completed 30 days **before** travel
- Documents trip anticipated expenses, including business purpose and justification
- If more than one per diem rate is listed, confirm you know the correct rate to use.

Travel Voucher

(Travel Expense Claim Form)

- Completed within 5 days **after** trip
- Accounts for actual expenses
- Requests reimbursement

Breakdown of Key Forms

Over the Max Lodging Form

- Traveler should request the Government rate when booking their hotel room.
- Call multiple hotels in the area if necessary
- If the Government rate cannot be obtained, complete the Over the Max Lodging Form in advance of your trip and submit to travel@potsdam.edu for approval.
- The travel office will let you know if your form is approved/denied.

Vehicle Cost Comparison Form

- This form calculates the cost of driving your personal vehicle versus a rental vehicle.
- This form is only required when you take your personal vehicle, reimbursing you what it would cost to take a rental.

Breakdown of Key Forms

Statement of Automobile Travel Form

- This form is used when you take your personal vehicle.
- If you are getting reimbursed at the rental car rate, you still need to provide your actual mileage on this form.
- On this form use physical addresses.
- Submit form after your trip with the Travel Voucher.

Backup

- Submit backup with your Travel Voucher to show you were on official state business.
- Examples are conference agendas, event schedule, tournament/game program; something that shows the date and location of the event.
- If the travel voucher is 10% or greater than the Travel Requisition, please provide an explanation.

Allowable & Prohibited Expenses

Allowable Expenses

Expense Type	Expense Description
Lodging and Meals	Breakfast and dinner, hotel room charges.
Transportation	Common carrier (bus, train, air), state vehicle, personal vehicle, rental car, gas, tolls, parking, shuttle, and ferry tickets.
Incidental and Miscellaneous Expenses	Conference registration fees, business-related telephone calls, internet usage charges, baggage transfer and storage, supplies and materials, reasonable and customary tips for valet parking and taxicabs, and out-of-state tax charges.

Prohibited Expenses

Expense Type	Expense Description
Lodging and Meals	Early bird check-in option fees, lunch, alcohol.
Transportation	Non-cash airline or hotel credits (e.g., frequent flyer mileage, traveler rewards, gift card), upgrade or seat selection charge, trip cancellation insurance, personal insurance for airfare or rental vehicles, speeding fines, parking tickets.
Incidental and Miscellaneous Expenses	ATM Fees, entertainment (e.g. Pay TV, movies, sightseeing, golf outings), laundry (except state funded travel which include laundry expenses for extended stay at international locations are reimbursable), New York State Lodging sales tax, expenses for anyone other than the traveler.

Overnight Lodging and Meals

- Travelers may choose either Method 1 or Method 2 for expense reimbursement for overnight travel.
- An overnight trip is defined as dinner, lodging and breakfast the following morning. Lunch is not reimbursable.

Travel Methods

Method	Description	Receipts Required	Best Used for
Method 1 (Unreceipted)	Reimburses traveler at a <u>flat per diem rate</u> covering meals, lodging, & incidental expenses	No lodging or meal receipts required*	Staying with friends, family, colleagues, or other unpaid accommodations
Method 2 (Receipted)	Reimburses traveler up to the <u>applicable per diem</u> covering meals, actual lodging, & incidental expenses	Lodging receipts required, meal receipts not required*	Hotels, motels, or other paid accommodations

*Receipts are required if you use your travel card.

Overnight Un-Receipted (Method 1)

- This method is used when you are staying overnight with family and/or friends.
- This gives you a fixed rate allowance for meals, lodging, and incidental expenses. You will get a flat rate depending on the area you are staying.
- No receipts are required.

Location	Per Diem
New York City and Nassau, Suffolk, Rockland and Westchester Counties	\$50.00
Cities of Albany, Binghamton, Buffalo, Rochester, Syracuse and their respective surrounding metropolitan areas	\$40.00
All other locations in New York State	\$35.00
Out of State (this includes any out of state tax on lodging)	\$50.00

Travelers using this unreceipted method are also eligible for an additional \$5.00 for breakfast on the day of departure if they have to leave at least one hour before their normal work start time. They are also eligible for an additional \$12.00 for dinner on the day of return if they return at least two hours later than their normal work ending time

Overnight Receipted (Method 2)

- An overnight trip is defined as dinner, lodging and breakfast the following morning. Lunch is not reimbursable.
- Based on the Current GSA Per Diem Rates
- To get the meal breakdown, use the meal allowance from the GSA site and then use this breakdown below.

Rates effective 10/1/24	Dinner	Breakfast
\$92 Meal Allowance	\$74	\$18
\$86 Meal Allowance	\$69	\$17
\$80 Meal Allowance	\$64	\$16
\$74 Meal Allowance	\$59	\$15
\$68 Meal Allowance	\$54	\$14

Rates effective 10/1/23	Dinner	Breakfast
\$79 Meal Allowance	\$63	\$16
\$74 Meal Allowance	\$59	\$15
\$69 Meal Allowance	\$55	\$14
\$64 Meal Allowance	\$51	\$13
\$59 Meal Allowance	\$47	\$12

- Travelers using this method are also eligible for an additional per diem for breakfast if they have to leave at least one hour before their normal work start time the first day of travel, and/or for dinner if they return at least two hours later than their normal work ending time on the last day of travel. In these cases, breakfast and/or dinner will be reimbursed up to the maximum amount of the meal per diem allowance specified for the particular area of lodging

Day Trip Reimbursements

- 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 least one hour before their normal work start time, and/or for dinner if they return at least two hours later than their normal work ending time.
- Travelers without meal receipts are reimbursed \$5.00 for breakfast and/or \$12.00 for dinner.
- Travelers with meal receipts are reimbursed up to the maximum amount of the meal per diem allowance (Method 2) specified for the particular area related to the travel destination. The meal per diem allowance is apportioned for breakfast and dinner.

Transportation

- Travelers should use the most efficient and cost-effective method of transportation available.
- If your trip is under 100 miles round trip, you may take your personal vehicle if you choose and be reimbursed at the current IRS mileage rate. There is no need to submit the cost comparison form if your round trip is 100 miles or less.
- If your trip is over 100 miles round trip, you may take your personal vehicle if you choose, but you will get reimbursed the least expensive mode from the cost comparison form. If an Enterprise vehicle is unavailable, you will need to have an email from Enterprise stating this, and you may take your personal vehicle and get reimbursed at the IRS mileage rate.
- Using the Personal vs. Rental Vehicle Cost Comparison Form will give you a calculation of what the cost would be to take an Enterprise vehicle. If you utilize this option, please include a copy of the form when submitting your travel requisition.

Airfare

- SUNY has a contract with Direct Travel. Traveler must use their JP Morgan Chase travel card when booking airfare through Direct Travel.
- You will need to be set up with a profile with Concur through Direct Travel. Procurement Services will give your profile information to Direct Travel. You will then receive an email with a welcome letter attached, welcoming you to Concur - follow the prompts in the letter to activate your profile. Once your profile is activated you can then book your flight through the link in the welcome letter or by going to <http://www.concursolutions.com>

Award: 23211

Child Travel New York, Inc.
d/b/a Child Albany Travel,
A Direct Travel Company
30 Corporate Drive
Clifton Park, New York 12065

1-800-774-0655

Email: highered@dt.com

Conference Travel

- Conference registration fees can be paid by PO or Travel Card. Do not process the registration fee on your travel card until you are notified your Travel Requisition has been approved.
- When meals are included as part of a registration fee and/or provided at a conference, the state does not pay the per diem meal.
- A copy of the conference agenda must be included with the Travel Voucher

Miscellaneous

- Foreign Travel – There are additional procedures related to foreign travel including reimbursement rates, currency conversion, and travel to countries with US State Department Travel Advisories
- Travel Bans – Travel Bans remain in effect for state-funded or state-sponsored travel to Mississippi.
- Tax Exempt – SUNY Potsdam is also tax exempt in the following states: Florida, Maine, Missouri, New Jersey, North Dakota, & Rhode Island.

Frequently Asked Questions

- **I lost my JP Morgan Travel card, what do I do?** You need to let the travel office know and also call JP Morgan Chase at 800-316-6056 to let them know to cancel your card.
- **I just returned from my trip and I noticed on my hotel receipt I was charged tax, what do I do?** You need to call the hotel and have them credit the tax back on your travel card.
- **I can't find a hotel that offers the per diem rate, what do I do?** You need to complete an Over the Max Justification form in advance of your trip. Email it to travel@potdam.edu. The travel office will let you know if it is approved/denied.
- **I lost my gas receipt, what do I do?** If this was charged to your travel card, you need to contact the gas station to get another receipt. If you cannot provide a receipt, you will have to give the travel office a check payable to SUNY Potsdam, or if you are getting a reimbursement, this can be subtracted from your reimbursement.
- **My dinner receipt is not itemized, what do I do?** The state will not pay for any receipts that aren't itemized when they are charged to your travel card. Call the restaurant and see if they can give you an itemized receipt. If they can't you will have to give the travel office a check payable to SUNY Potsdam, or if you are getting a reimbursement, this can be subtracted from your reimbursement.
- **A co-worker wants to go to the same conference I do, can we complete just one Travel Requisition?** No, each traveler must complete a Travel Requisition.
- **I am at a conference with a co-worker and we are at dinner. My co-worker forgot their travel card. Can I put his/her charges on my travel card?** No, your travel card is for your expenses only. Your co-worker should pay out of pocket.
- **I have decided not to go on my approved trip, do I need to do anything?** Yes, let the Travel Office know you won't be going.
- **If I am traveling and know my meal per diem is \$74. Which is \$59 for dinner and \$15 for breakfast. If I only charged \$50 for dinner on my travel card, can I use the left over dinner per diem on my breakfast in the morning?** No, you can only use the allotted breakdown when charging your meals on your travel card.

Frequently Asked Questions continued

- **Do I need to save my meal receipts? My co-worker said I didn't.** If you put your meal receipts on your travel card, then yes, you need to have your itemized receipts. If you did not put the meals on your travel card and have a lodging receipt, you do not need to save your meal receipts.
- **If I am traveling with students, do the students need to complete a Travel Requisition?** No, you should list the names of the students traveling with you on your travel requisition. You can add the list on page two of the requisition.
- **Do I need to buy the extra insurance when renting a car?** No. The Enterprise contract covers ALL damage occurred while using the car rental contract. Also, the State's insurance will cover any rented vehicle operated by state employees while on official business.
- **What if I am driving an Enterprise vehicle to the Syracuse Airport to fly for a conference, do I pay for parking for the rental?** We ask that you please consider all options when traveling to the airport. One-way rentals, if available, are typically cheaper than having to pay for parking. If possible, reserve a one-way rental for the day you are leaving and a one-way rental for the day you are returning. Then drop the Enterprise vehicle off at the Enterprise location at the airport. Pick a rental up when you return home.

Email Address for Travel Related Questions

travel@potsdam.edu



Contact

Procurement Services

For questions about vendor payments please contact:

- Amanda Hargrave, hargraac@potsteam.edu, (315) 267-2146
- Benjamin Chapple, chapplbr@potsteam.edu, (315) 267-2144
- Holly Hammond, hammonhr@potsteam.edu

For questions about travel please contact:

- Natalie Gravlin, gravlinf@potsteam.edu, (315) 267-2143
- Jen Sullivan, sullivja@potsteam.edu, (315) 267-2148
- Amanda Hargrave, hargraac@potsteam.edu, (315) 267-2146

For questions about Jaggaer please contact:

- Ben Chapple, chapplebr@potsteam.edu, (315) 267-2144

In Conclusion

- As a public agency, there are a number of rules that guide us when procuring a good or service or traveling on state business.
- We encourage you to use the many resources that have already been developed and to contact us with questions.
- Please don't hesitate to reach out to our team if you have questions or need assistance.



