



## 1. Mode of Travel

Generally, the mode of travel shall be by the most economical conveyance that does not cause an undue hardship on the traveler in terms of time and safety.

## a. Automobiles

Although quite limited at this time, a request for use of College vehicles must be addressed to the Director of Physical Plant and will be issued based on availability. If gas is purchased personally by the traveler outside of Nassau County (by cash or credit card), a copy of the receipt shall be included with the Travel Claim Voucher, subject to the expense indicated on the Travel Authorization Request.

Use of personal vehicles is reimbursed at the then current mileage rate as set by the Internal Revenue Service for business travel. When such mileage rates are being used, no reimbursement shall be made for gas purchases. A printout of mileage from MapQuest (using the MapQuest default route or the quickest route by time) must accompany the submission of the claim voucher.

Personal vehicle, train, bus, etc. reimbursement on local, college-related business is excluded from this policy and is addressed separately.

Tolls and parking charges shall be reimbursed provided applicable receipts are obtained and submitted. A copy of an EZ Pass statement which highlights the College business travel may be used in lieu of actual toll lane receipts.

## b. Public Transportation

Reimbursement for all travel expenses must be documented by paid receipts.

unless extenuating circumstances exist. Such conditions shall be addressed, on an individual basis, to the appropriate Vice President and documented on the Travel Authorization Request.

Taxis/Hotel Transfers are permitted costs, which should be documented with appropriate receipts.

Rental Cars ±

## 2. Registration Fees

Where practical and permitted, a separate purchase requisition shall be prepared to permit the College to direct purchase of registration fees.

Sufficient lead time shall be afforded the Procurement Department to process the registration fee purchase order.

Reference to the registration fee requisition number and amount shall be included on the Travel Authorization Request and considered as part of the total cost of the travel.

When an employee personally pays a registration fee, a receipt for payment should be obtained and submitted with the Travel Claim Voucher for reimbursement. Additional registration costs for recreational and entertainment activities (e.g.: golf tournament) shall not be reimbursed by the College.

## 3. Meals and Incidental Expenses (ME)

The College will reimburse travel related meal and incidental expenses based on the per diem rates in accordance with the Internal Revenue Service (IRS) per diem guidelines. These rates vary with the geographic area involved in the travel. These approved IRS per diem rates are issued annually, effective October 1st of each year, by the Federal Office of General Service Administration (GSA). No receipts will be required. Both the traveler and the College must be careful to utilize the latest rates which are in effect as of the dates of travel.

Incidentals expense includes tips for persons providing services (e.g.: servers,

Print the Per Diem webpage for inclusion with the required claim documentation.

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The Incidentals Expense may be claimed by the traveler for each day any or all meals are eligible for reimbursement.

For foreign countries and locations outside the continental United States

New York State and local sales taxes are not to be paid for lodging within New York State. Tax exempt forms are available for the traveler. Sales tax is reimbursable for lodging outside of New York State and must be so stated on the

a. Miscellaneous Expenses (Lodging)

Miscellaneous reimbursable expenses include charges and tips for baggage handling, storage and housekeeping, if they are not already included in the per day lodging rate. Such ~~un~~received charges will be reimbursed at a maximum rate of \$20 per day.

5. Parking

College travelers should use complimentary parking wherever offered rather than more costly valet parking. Otherwise, receipted valet parking charges or other mandatory hotel fees will be reimbursed as part of the lodging. Public parking facilities that charge a fee will be reimbursed as a separately stated expense on a travel claim. Receipts should be obtained to substantiate such an expense.