



Employee Travel Policies and Procedures

(Revised September 2022)

Prior to travel, the employee must complete the [Employee Travel Authorization Form](#) for the trip and submit the form to their Vice President for approval.

It is important that each employee provides the NY State Vendor with a Sales Tax Exempt Form (below), and obtain original invoices / receipts.

Reimbursable Expenses

Only actual, necessary and reasonable expenses are eligible for reimbursement.

Official Station

The official station is the employee's usual work location, i.e., SUNY Orange Newburgh or Middletown. The purpose of an official station is to establish when the employee is in travel status and eligible for reimbursement of travel expenses. Travel between the employee's home and official station is considered commuting and is generally not reimbursable. The employee's home is considered to be in the city or town in which the employee primarily resides when working at his or her official station.

Determining Travel Status

When employees are on assignment at a work location more than 35 miles from both their official station and their home, they are considered in travel status and are eligible for reimbursement of travel expenses in accordance with this Travel Manual. Employees must obtain appropriate approvals prior to traveling for an assignment. Employees must be in travel status to be eligible for lodging and/or meal reimbursement.

Travel in Proximity of Official Station or Home

When an employee is assigned to work at an alternate work location which is less than 35 miles from either his or her home or his or her official station, the employee is not considered to be in travel status, but rather is considered to be traveling in the proximity of his or her official station. When traveling in the proximity of home or official station, an employee using a personal vehicle is, as outlined below, entitled to reimbursement of transportation expenses associated with travel:

- from home to an alternate work location.
- between the official station and an alternate work location.
- between alternate work locations.
- from an alternate work location to the employee's home.

When travel is from an employee's home to an alternate work location, or from an alternate work location to home, at a minimum, transportation expenses must be reimbursed using the lesser of 1) mileage between the employee's home and the alternate work location or 2) mileage between the employee's official station and the alternate work location, multiplied by the IRS mileage reimbursement rate. This reimbursement method is called the "lesser of mileage rule." Agency management has the discretion to establish a reimbursement policy that provides for reasonable reimbursement of transportation expenses in excess of the amount calculated under the "lesser of rule."

Click the below link for examples of the application of the lesser of mileage form.

https://web.osc.state.ny.us/agencies/outreach/online_training/elearning_modules/1-TravelStatusandLesserofMileage.mp4

When travel is between an employee's official station and an alternate work location, or between two or more alternate work locations, transportation expenses must be reimbursed by payment for the actual mileage between such locations, multiplied by the IRS mileage reimbursement rate.

Overnight Travel

Lodging

A credit card authorization form might need to be completed and submitted to the hotel in order for the college credit card to be charged for future nights that were not paid when booking the hotel.

Hotel Tax Exemption. For travel lodging in New York State, the hotel tax exempt form must be used: https://www.tax.ny.gov/pdf/current_forms/st/st129_fill_in.pdf. New York State sales tax paid will not be reimbursed to the employee.

Meals

The employee is permitted to be reimbursed for meals while in travel status and should use the following website as guideline to what is considered reasonable meal costs.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Employees will **NOT** be reimbursed for New York State sales tax paid or alcohol purchased.

Method of Travel

The method of travel (airplane, car, train, bus, etc.) used by the employee should be the most economical method that is in the best interest of the State of New York and Orange County Community College.

Mileage Rate

- Mileage is reimbursable only when the employee uses his/her personal vehicle for official business travel and deemed most cost effective.
- The mileage rate reimbursable for employee use of his/her personal vehicle is the same as the IRS rate. As of January 1, 2023 the rate is \$.655 per mile for cars/vans/pickups. The IRS rate will be used if it is the lesser amount after completing the Rental versus Personal Vehicle Mileage Reimbursement Form.
- Authorized Standard Mileage Rate will be reimbursed at the IRS rate for the items listed below:
 1. The mileage distance between the Middletown and Newburgh Campus is 28 miles for a one way trip and 56 miles for a round trip.
 - 2.
 3. [Nursing Clinical Mileage Chart \(PDF\)](#)
 3. [Diagnostic Imaging Mileage Chart \(PDF\)](#)

Personal Vehicle

When considering using a personal vehicle, employees must first complete the ["Rental vs Personal Vehicle Mile Reimbursement Form"](#). This will ensure that the most economic method of travel is reimbursed. Employees who choose to use their personal vehicle will be reimbursed the lesser amount of the calculation.

To calculate the amount reimbursable to employee: Mileage reimbursement rate multiplied by the number of miles traveled.

Tolls (if applicable) are also reimbursable to the employee.

Gasoline is NOT reimbursable when an employee uses his/her own vehicle and is reimbursed for mileage.

Rental Vehicle

When renting a passenger vehicle for official business the following guidelines are:

- The college has an account with Enterprise. Please call 1-845-562-3311 for Newburgh Enterprise or 1-845-648-2119 for Middletown Enterprise or you can contact another local Enterprise location, and give them the college's **Contract ID # XZ24Q76** and **Billing # 17019982** to make a reservation. Do not use your personal credit card.
- Only reserve a **"Standard"** vehicle with Enterprise. If a **"Standard"** vehicle is **NOT** available then Enterprise **WILL PROVIDE** another vehicle for rent at the **"Standard"** rate.
- Enterprise offers an "Early Bird Special" that starts charging the college the next day when you pick up your rental vehicle within the last hour of business. (Example if

Enterprise is closing at 6:00 PM, you can pick up as early as 5:00 PM) from your Enterprise location. Please make sure to request the "Early Bird Special" at the time you are making the reservation.

- After making the reservation, provide Purchasing with the completed Purchase Requisition, which includes the Enterprise Confirmation e-mail that contains the confirmation number, and the approved Travel Authorization Form, which must include the Enterprise location and users name.
- Purchasing will then submit a Purchase Order to Enterprise to confirm the rental and provide them with a Billing Number.

Pickup or Delivery

- Vehicles may be picked up at any one of the Enterprise locations or delivered to the campus. Pickup location should be confirmed when making the reservation.
- The person who will be the primary user of the vehicle should inspect the vehicle for any prior defects (dents, scratches, cracks etc.).
- All rentals are exempt from New York State taxes.
- Upon returning from the trip, the car should left at the Enterprise Office, unless another arrangement has been made. A copy of the rental agreement will be given to the traveler. This copy should be submitted to the Accounts Payable Office with the travelers travel voucher.
- Remember to fill up the gas tank prior to returning the vehicle. If this does not occur, Enterprise charges the college a higher rate to refuel the vehicle

Ultimate potential cost to the College: rental rate cost per day multiplied by the number of days traveled + gasoline.

Rental versus Personal Vehicle Mileage Reimbursement

The most cost effective method of travel is determined by comparing the cost of using his/her personal vehicle versus the cost of renting a vehicle. The college will reimburse only the most cost effective mode of travel even if Personal Vehicle is used.

To calculate which method is less expensive, use the "[Rental versus Personal Vehicle Mileage Reimbursement Form](#)"

Receipt Requirements

Travelers must provide receipts with expense reports in accordance with the chart below. Agencies may reimburse expenses for which receipts are not customarily provided (e.g., coin parking meters).

Expense Type	Documentation Required
Transportation by Common Carrier (e.g. train, bus, airplane, subway)	Ticket stub if purchase price is printed on the stub; receipt and ticket stub if purchase price is not printed on the stub
Taxi	Receipt or Statement
Rental Car	Receipt showing return time
Tolls - EZ Pass	EZ pass statement with applicable charges indicated
Tolls – Cash	Receipt
Gas	Receipt
Meals – Receipted	Receipt
Hotels – Receipted	Receipt
Miscellaneous and Incidental Expenses	Receipt

Timely Submittal of Travel Vouchers for Reimbursement (Employee Report of Travel Expenses)

Travel vouchers for reimbursement of after the fact employee travel expenses (See Employee Report of Travel Expenses and Claim for Payment Section) should be submitted in a timely manner. Travel vouchers should be submitted no later than **60 days** after return from a trip.

Employee Report of Travel Expenses and Claim for Payment

When an employee has completed a business trip and has incurred expenses, they are to be reimbursed using a Voucher Form

Attach all **original receipts** (small receipts should be scotch-taped to an 8 ½ x 11 sheet of paper), **Google Maps** for mileage reimbursement, **Agendas/Itineraries** and a **copy of the signed and approved Employee Travel Authorization Form**

The traveler forwards the completed approved Voucher with all supporting documents to the Accounts Payable Office for processing.

Once the Travel Voucher is processed, and posted by Accounts Payable, a payment will be issued to the traveler.

TRAVEL ARRANGEMENTS USING COLLEGE CREDIT CARD

For those employees who have access to the college credit card please see the [Credit Card Policy](#).

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