MILEAGE RATES INCREASE:

Effective July 1, 2011 - Personal car mileage reimbursement will be .555 cents per mile.

Travelers should use the most efficient and cost effective method of transportation available.

New York State currently has a contract for rental vehicles with Enterprise Rent-a-Car and in most cases, the cost of driving a rental car will be more economical than using a personal vehicle.

Prior to traveling, all travelers are required to compare the costs of renting to using a personal vehicle.

A sample comparison would be a one-day trip to Albany, NY.

Enterprise Rental: $40.39 (mid size car rate) + $45.37 (*estimated gas cost) = $85.76

VERSUS

Personal Car Mileage: 330 miles round trip x $.555 per mile = $183.15

In this instance, utilizing a rental car would save $97.39.

*calculate estimated gas: divide total number of miles driven by 28 (average rental car gets 28 miles to a gallon of gas highway) and multiply by the current average price of regular unleaded gas.

If an Enterprise vehicle is available and would be more cost effective, but a traveler chooses for his or her own convenience to use a personally owned vehicle, travel expense reimbursement will be limited to an amount equal to the Enterprise rental rate plus estimated or actual gas cost for that trip.

Every effort should be made for multiple travelers to share one vehicle when traveling for the same purpose.

NON-EMPLOYEE TRAVEL:

In the past, we have allowed non-employees to claim the unreceipted per diem rate for meals while in travel status. It has recently come to light that this rate is available only to employees of New York State. We are now requesting that each department advise non-employees to keep any and all meal receipts when requesting reimbursement. We will reimburse actual meal expenses, excluding alcohol, up to the per diem rate for the area traveled.

As a reminder, we will not be charged the sales tax on lodging for non-employees when the hotel accommodations are direct billed to the college.

Non-employees need to complete a travel voucher that must include their mailing address, social security number, date and signature. If requesting personal car mileage, a signed statement of automobile travel must also be submitted.
There has been a restriction on travel since May 2009 and ALL travel authorizations and vouchers must
be signed by a department's Vice President. Documents received in Accounts Payable without proper
authorization will be returned to the traveler.

AIRFARE RULE:

It is acceptable for individuals to use their personal credit cards to book airfare through on-line travel
sources and not use Albany Travel, the State approved contract vendor; but when claiming
reimbursement, travelers are required to document the reasonableness of costs by submitting at least two
other price quotes for comparison. All quotes must be obtained at the same time booking is processed.
Please note that reimbursement will not take place until AFTER the trip is completed.

Advantages of utilizing Travel Leaders/Albany Travel (phone 800-666-2929):

1. State Contract rates for last minute booking
2. No advance purchase or minimum requirements
3. Travelers will NOT have to use their personal credit card as charges go against the Central Travel
   Account (CTA)

Questions concerning this memo should be directed to the Accounts Payable Office:

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