Updated Travel Information

MILEAGE RATES INCREASE:

Effective January 1, 2014 - Personal car mileage reimbursement will be $0.56 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, Hertz and National 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: $35.26 (mid-size car) + $43.96 (estimated gas cost*) = $79.22

VERSUS

Personal Car Mileage: 330 miles round trip x $0.56 per mile = $184.80

In this instance, utilizing a rental car would save approximately $105.58.

* Calculating estimated gas: Take total number of miles, divide by 28 (average rental car gets 28 miles to a gallon of gas highway), 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 actual/estimated gas cost.

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

ENTERPRISE RATES INCREASED ON JANUARY 8, 2014

Compact - $30.84
Mid-size - $32.71
Full size - $35.26
Minivan - $52.93
Sm. Suv - $53.96
Hours of operation at the Plattsburgh Enterprise Rent-a-Car:

Monday – Friday
7:30am-5:30pm

Saturday
9am-1pm

Sunday
Closed

NON-EMPLOYEE TRAVEL:

In the past, we have given non-employees the per diem rate for meals when meals were not provided for them while in travel status. We are now requesting that each department advise non-employees to keep any and all meal receipts if they are requesting reimbursement. We will reimburse actual meal expenses, up to the per diem rate for the area traveled.

As a reminder, arranging accommodations for these non-employees through our Purchasing Office saves us on paying hotel taxes. However, if a hotel bill is paid for by the non-employee and submitted, we will reimburse the actual room expense.

The per diem rates are only for employees of New York State. Non-employees are not eligible for this meal option.

Please be sure to get non-employees to fill out the address part of the travel voucher, sign and date it, and also include their social security number. If they are claiming personal car mileage, have them sign a statement of automobile travel (AC160).

VP OR DESIGNEE SIGNATURE:

There has been a restriction on travel since May 2009 and ALL travel vouchers and authorizations 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:

Travelers are encouraged to use "Travel Leaders/Albany Travel" - Formerly Carlson Wagonlit (State Contracted Vendor) but are not required.
Travelers are required to document the reasonableness of prices by submitting two written quotes with the travel voucher. Documentation (comparisons) must be obtained at the same time booking was processed.

It is acceptable for individuals to use their personal credit cards to book airfare through on-line travel sources (after receiving the necessary campus approvals). Please note that reimbursement will be AFTER the travel has taken place and receipt of a completed travel voucher.

Please ensure that appropriate documentation is provided to facilitate a timely reimbursement.

Advantages of utilizing Travel Leaders/Albany Travel through the OGS State Contract:

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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