



PROFESSIONAL DEVELOPMENT PROGRAM

ROCKEFELLER COLLEGE

UNIVERSITY AT ALBANY State University of New York

**Travel Policy: NYWFIA 2011 Regional Meeting
November 16, 2011
Albany Marriott Hotel**

You must complete a **Travel Payment Request Form** to obtain reimbursement for your travel expenses to and from the training. Travel reimbursement packets will be distributed at the training.

You are free to choose the mode of transportation. **However, you must use the most economical method of travel** unless there are circumstances that would make this unreasonable. If you choose to travel by a more expensive method of transportation **when a more economical method** is available you will be reimbursed at the mileage rate of \$.21 per mile only. The cost of public transportation will be reimbursed at or below the cost of the mileage reimbursement, whichever is lower. **Rental cars can be considered if deemed cost effective and are approved in advance by the Professional Development Program (PDP) of the Research Foundation of SUNY. To obtain approval, please contact Peggy Dayer at 518-956-7927. If approved, additional policies will be provided.**

If you drive a county car you will be reimbursed for tolls and parking only. No reimbursement will be made for mileage, gas, or repairs.

Personal Car:

- If you drive 35 miles or less one-way you will not be reimbursed by The Research Foundation of SUNY. Travel will be subject to your local district's reimbursement policy.
- If you drive 36 miles or more one-way you will be reimbursed by The Research Foundation of SUNY at the rate of \$.21 per mile.
- The Research Foundation of SUNY will not reimburse for normal operating costs such as gas, oil, maintenance, repairs or insurance.

Mileage is calculated from the main county office and will be reimbursed according to the **Mileage Reimbursement Chart** included in the travel reimbursement packet. If you work at a branch office, note any additional mileage on the **Addendum to Travel Payment Request Form**. No reimbursement is made for mileage from home to the training site.

No reimbursement will be made for expenses without original receipts i.e., parking, taxi, bus/train fares, tolls (or copy of EZ Pass statement). **Original passenger receipts from bus or train fares are required for reimbursement.**

Original taxi receipts may include tips as long as they are not excessive.

Please use the chart on the Addendum to Travel Payment Request Form to note any travel changes that occurred, i.e., mileage you incurred picking up carpoolers.

If your agency purchased tickets for you, please submit your original receipts to them. Your agency must bill The Research Foundation of SUNY directly for the travel costs and submit the original receipts with their bill. The Research Foundation of SUNY will not reimburse the traveler when the agency purchased the tickets.



PROFESSIONAL DEVELOPMENT PROGRAM

ROCKEFELLER COLLEGE

UNIVERSITY AT ALBANY State University of New York

**Accommodation Policy: NYWFIA 2011 Regional Meeting
November 16, 2011
Albany Marriott Hotel**

You are eligible for an overnight stay on the night before training if the training begins at 9:00 AM. (or earlier) the following day **and** if you must travel 50 miles or more (or 1 ½ hours or more) one way.

The Research Foundation of SUNY will cover the cost of double room accommodations.

If you request a single room you are responsible for an additional cost per night paid to the hotel at check-in. At the time of the announcement posting, the co-pay for a single room is \$52.00; however, this amount will be adjusted if the government per diem changes. Contact Peggy Dayer, 518-956-7927 to confirm the single co-pay.

If your organization covers the cost of the single co-pay, you must provide their tax exempt form to the hotel.

The Research Foundation of SUNY will cover the cost of a single room in “odd-person-out” situations (e.g., 13 males, 12 females) **based on overnight occupancies from all counties.**

The hotel front desk staff are not authorized to make changes in your room assignment without approval from The Research Foundation of SUNY.

Hotel Incidental Deposit Policy: At check-in you must present a credit card to cover a mandatory deposit for your incidentals.

Some hotels are completely smoke-free, and most other hotels have a limited number of smoking rooms. Therefore, smoking rooms can be requested but cannot be guaranteed.

For overnight participants, the Research Foundation of SUNY provides a \$5 breakfast reimbursement and a \$12 dinner reimbursement for each eligible night. Lunch is provided to all training participants.

During the training, overnight participants are considered guests of the hotel and are entitled to use the hotel facilities.

All non-room hotel expenses, such as telephone calls, will be your responsibility and must be paid upon departure.

You must complete a **Travel Payment Request Form** to obtain reimbursement for eligible meals.