



TO: ALL DEPARTMENTS

FROM: TINA RADLEY

DATE: September 29, 2008

Please visit the website www.osc.state.ny.us/agencies/travel/reimbrate.htm for the per diem rates and travel voucher form AC-132a. The new rates are effective on October 1 2008. If the city is not listed on the chart then you should use a basic \$70.00 for lodging and \$39.00 for meals. All receipts for lodging need to be submitted with the travel voucher.

There are 6 different meal allowances:

	<u>Breakfast</u>	<u>Dinner</u>
\$64 Meal Allowance	\$13	\$51
\$59 Meal Allowance	\$12	\$47
\$54 Meal Allowance	\$11	\$43
\$49 Meal Allowance	\$10	\$39
\$44 Meal Allowance	\$9	\$35
\$39 Meal Allowance	\$8	\$31

The non-receipted day trip meal allowances are Breakfast \$5.00 and dinner \$12.00.

Please be aware that the guidelines stipulate that travelers must leave before 7:00 am and return after 7:00 pm to receive meal reimbursements in non-overnight situations.

The mileage rate for personal car is now 58.5 cents. State car mileage is 46 cents. The departments need to make sure that the traveler is using the most economical method of travel that is in the best interest of the state. I have examples of the savings when you use enterprise rental.

The airline tickets and train tickets must be purchased through Advantage Travel (888 444-4240) or (518 426-0052) or BTI (315 472-7737). Car rentals are through Enterprise (315 342-6000) Oswego office. Advantage Travel, BTI and Enterprise both must have a control number from the travel office before they will process the ticket or rental. In order to get the control number the department must call the travel office (312-2223) after the trip has been approved with a department request number.

The website for New York State travel forms is www.ogs.state.ny.us/travel/forms.html

If you have any questions, please call Tina Radley at ext. 2223.

Rental vs Employee Reimbursement Calculator

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Input Values

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All fields required

Distance to be Traveled: 80 Miles

Total Days in Trip: 1

Car Rental Daily Rate *: 33.87 USD

Cost of Fuel: 3.75 Gal.

Reimbursement Rate: .585 USD / Miles

Rental Car Fuel Usage: 16 Miles / Gal.

[Reset Calculator](#)

[Calculate Results ▶](#)

* Actual rate may vary. Additional taxes, surcharges etc. may apply

Reimbursement is less than Cost of Rental by \$ 5.82 USD

Detailed Results

Employee's Vehicle

Reimbursement: \$ 46.80 USD

Rental Vehicle

Vehicle Rental: \$ 33.87 USD

Refueling: \$ 18.75 USD

Cost of Rental: \$ 52.62 USD

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Rental vs Employee Reimbursement Calculator

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Input Values
All fields required

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Distance to be Traveled: 360 Miles

Total Days in Trip: 1

Car Rental Daily Rate *: 33.87 USD

Cost of Fuel: 3.75 Gal.

Reimbursement Rate: .585 USD / Miles

Rental Car Fuel Usage: 20 Miles / Gal.

* Actual rate may vary. Additional taxes, surcharges etc. may apply

Cost of Rental is less than Reimbursement by \$ 109.23 USD

Detailed Results

Employee's Vehicle	Rental Vehicle
Reimbursement: \$ 210.60 USD	Vehicle Rental: \$ 33.87 USD
	Refueling: \$ 67.50 USD
	Cost of Rental: \$ 101.37 USD

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