

Helpful Travel Websites

1) OSC Travel Manual

<http://osc.state.ny.us/agencies/travel/travel.htm>

- All OSC Travel Guidelines and travel forms
- [OSC Travel Manual](#)
- [Travel Reimbursement Rates](#)
- [Meal Allowance Breakdown](#)
- [Mileage Rates](#)

2) U.S General Services Administration

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943

- In and out of state current and prior year Per Diem rates

http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=MTT&contentId=9648&contentType=GSA_BASIC

- Sign up to receive emails when the per diems change

3) NYS Thruway Authority

<http://www.nysthruway.gov/index.shtml>

- [E-Z Pass sign-up and info](#)
- [Travel Conditions and Alerts](#)
- [Maps](#)
- [Toll Calculator](#)

4) OGS Travel Website

<http://www.ogs.state.ny.us/travel/>

- Finding relevant contracts
- [Finding other Travel coordinators](#)

5) IRS

Topic 511 - <http://www.irs.gov/taxtopics/tc511.html>

Topic 463 - http://www.irs.gov/publications/p463/ch01.html#en_US_publink100033750

- Understanding Tax implications of travel decisions
- Determining Tax home

6) NYS Accounting System User Procedures Manual

Volume X1 – Controls and Special Procedures ~ Section 8.0150

<http://www.osc.state.ny.us/agencies/acmanual/>

- Understanding Tax implications of travel decisions
- Understanding how to include taxable travel reimbursements in the wages of an employee

New York State Office of the Medicaid Inspector General Transportation Insurance Coverage Guidelines

	Medical/Wages	Damage to Vehicle	Damage to Other Vehicle	Other Bodily Injuries
Rental Vehicle	Workers Compensation (primary). Rental Company (Enterprise) No-Fault (secondary).	Corporate card provides for damage due to collision or theft of the rental vehicle. CDW & LDW should be purchased if using other than the Corporate card.	Damage to the other vehicle is covered by Rental company (Enterprise) carrier under their liability coverage.	Coverage is provided by the rental company (Enterprise). Suits in excess of their limits, should be pursued through the Court of Claims.
Personal Vehicle (on State business)	Workers Compensation (primary). Personal Insurance (secondary).	Personal Auto Insurance	Personal Auto insurance (primary) Public Officer's Law applies beyond the personal limits.	Personal Auto insurance (primary) Public Officer's Law applies beyond the personal limits
State Vehicle	Workers Compensation (primary) State's Self Insured Auto Program (secondary).	Agency's Responsibility (if the State driver is at fault).	State Self Insurance while on Official State business.	State Self Insurance while on Official State business.

Insurance coverage is a guideline and subject to change.



TRAVEL

Citibank Visa Corporate Travel Card	Directions	Meals & Lodging
OCFS Travel Guide	Transportation	Travel Bulletins
Travel Contracts	Travel Forms	Travel Staff

NOTE: Some pages require **Internet Access**. These links are noted in RED.



(1)

TRAVEL

CitiDirect Form

- [OCFS-4845 CitiDirect Card Management Systems New Travel Card Application](#)
[NYS Corporate Travel Card - Citibank Instructions for On-Line Access](#)

NYS GOER

[State Corporate Travel Card Program - Policies and Responsibilities](#)

OCFS TRAVEL GUIDE

Table of Contents

1-Policy and Purpose

Travel Policy Statement

Purpose

Agency Responsibility

Supervisor's Responsibility

Traveler's Responsibility

2-Definitions

Official Station

Employee Home Address

Travel Status

Travel Coordinators

3-Prior Approvals

Request for Travel, OCFS 128 Form

Budgetary Constraints Prior Approvals

4-Travel Credit Cards

5- Travel Advances

6- Modes of Transportation

General Policies

Mass Transit/Common Carrier

State Vehicle

Rental Vehicle

Privately Owned Vehicle

Trip Calculator

Air Travel

Assignment of State Vehicles

7-Lodging

Overnight Lodging Meals-Unreceipted (Method 1)

Overnight Lodging/Meal Per Diems-Receipted (Method 2)

Lodging Rates-Request for Excess

Weekend Allowance

Extended Travel

Foreign Travel

8- Meals

Meal Allowances-Eligibility

Day-Trip Meal Allowances (Taxable)

9- Miscellaneous Expenses

Registration Fees

Telephone Calls

Internet Access Charges

Baggage Transfer Expenses

Personal Expenses

Promotional Exams or interviews

Social Activities

Vehicle Tickets/Fines/Violations

Receipts

10- Completion of Travel Reimbursement Voucher- Form AC-132a

11- Ethics Legislation/ Third Party Reimbursement

12- IRS Requirements, Taxes and Travel Reimbursement

13- Interviews for Employment

14- Commissioners and Certain senior Officials

15- Non-Salaried Public Officers

16- Non-Employee Travel

17- Statutory Authority and Related Law

18- Fraudulent Claims

TRAVEL

Travel Contracts

- [Airline Contract](#)
- [Travel Agent Contract](#)
- [Vehicle Rental](#)

TRAVEL

Transportation

AIR

- [Airline Contract](#)
- [Albany Airport Schedule \(Internet Access Required\)](#)

TRAIN

- [Amtrak \(Internet Access Required\)](#)
- [Amtrak Government Rates \(Internet Access Required\)](#)
- [Metropolitan Transportation Authority \(Internet Access Required\)](#)

Personal Car

- [Personal Car Mileage \(Internet Access Required\)](#)
- [Mileage Calculator \(Internet Access Required\)](#)

Rental Car

- [Enterprise Contract](#)

Parking/Tolls/Other

- [Ten Eyck Parking Coupons - Fiscal Bulletin](#)
- [E-Z Pass Information](#)
- [NYS Thruway Toll Information](#)

BUS

- [Greyhound Bus \(Internet Access Required\)](#)
- [Trailways Bus \(Internet Access Required\)](#)
- [MegaBus \(Internet Access Required\)](#)

TRAVEL

Travel/Finance Forms

- [AC-160 Statement of Automobile Travel](#)
- [AC-132a Travel Voucher](#)
- [AC-092 Standard Voucher](#)
- [AC-148 Travel Voucher - Detail Sheet](#)
- [AC-946 Tax Exempt Certificate](#)
- [OCFS-0128 Request for Travel](#)
- [OCFS-4551 Application and Account for Travel Advance](#)
- [OCFS-4845 CitiDirect Card Management Systems New Travel Card Application](#)
- [ST-129 Exemption Certificate - Tax on Occupancy of Hotel Rooms](#)
- [OCFS-4558 Parking Coupons - Ten Eyck](#)
- [OCFS-4560 Travel Paperwork Checklist](#)

NYS GOER

- [Rental Car vs. Personal Car Cost Calculator \(Microsoft Excel Document\) effective January 1, 2010](#)
- [Personal Car at Rental rate \(Microsoft Excel Document\) effective January 1, 2010](#)
- [NYS GOER Travel Information](#)

TRAVEL

Meals & Lodging

- Meal Allowance Breakdown

Hotel Listings

- Find a Hotel at Per Diem Rate (Internet Access Required)
- Expedia (Internet Access Required, this site should be used for informational purposes only and should not be used for booking rooms as taxes and/or other non reimbursable fees may be charged)
- Travelocity (Internet Access Required, this site should be used for informational purposes only and should not be used for booking rooms as taxes and/or other non reimbursable fees may be charged)
- Hotels.com (Internet Access Required, this site should be used for informational purposes only and should not be used for booking rooms as taxes and/or other non reimbursable fees may be charged)
- Unreceipted Meal Allowances
- New York State Per Diem Rates (Internet Access Required)
- Per Diems for Continental US (Internet Access Required)
- Hotel & Motel Security

City/County Search (Internet Access Required)