

OFFICE OF EMPLOYEE RELATIONS (OER)/
NEW YORK STATE LABOR-MANAGEMENT COMMITTEES (LMCs)

Updated 9/2022

Travel and Lodging Reimbursement Policy for Consultants

Reimbursement for consultant travel and meal/lodging expenses is subject to the same limitations that apply to New York State employees. These limitations are described below.

Reimbursement rates cited in this policy are subject to change. Updates to this policy are located on the OER website at <https://oer.ny.gov/vendor-information-page>.

| TRAVEL REIMBURSEMENT ALLOWANCES (effective 10/1/2022 - 9/30/2023) | | | | |
|--|--|----------------------------------|---------|---------------------|
| Location | Method I (Unreceipted) Lodging & Meals | Method II (Lodging Receipted) | | Maximum Per Diem |
| | | Lodging | Meals | |
| Albany County | \$40.00 | \$114.00 | \$69.00 | \$183.00 |
| Broome County - Binghamton | \$40.00 | \$101.00 | \$64.00 | \$165.00 |
| Dutchess County - Poughkeepsie | \$35.00 | \$108.00 | \$69.00 | \$177.00 |
| Erie County - Buffalo | \$40.00 | \$106.00 | \$69.00 | \$175.00 |
| Essex County - Lake Placid | | | | |
| Essex (Oct 1-Feb 28) | \$35.00 | \$145.00 | \$79.00 | \$224.00 |
| Essex (Mar 1-Jun 30) | \$35.00 | \$123.00 | \$79.00 | \$202.00 |
| Essex (Jul 1-Aug 31) | \$35.00 | \$207.00 | \$79.00 | \$286.00 |
| Essex (Sep 1-Sep 30) | \$35.00 | \$145.00 | \$79.00 | \$224.00 |
| Monroe County - Rochester | \$40.00 | \$114.00 | \$69.00 | \$183.00 |
| Nassau County - Floral Park, Garden City, Great Neck | \$50.00 | \$150.00 | \$74.00 | \$224.00 |
| New York City - Bronx, Kings, New York, Queens, Richmond - Brooklyn, Manhattan, Staten Island | | | | |
| NYC (Oct 1-Dec 31) | \$50.00 | \$286.00 | \$79.00 | \$365.00 |
| NYC (Jan 1-Feb 28) | \$50.00 | \$159.00 | \$79.00 | \$238.00 |
| NYC (Mar 1-June 30) | \$50.00 | \$258.00 | \$79.00 | \$337.00 |
| NYC (July 1-Aug 31) | \$50.00 | \$220.00 | \$79.00 | \$299.00 |
| NYC (Sep 1 - Sep 30) | \$50.00 | \$286.00 | \$79.00 | \$365.00 |
| Niagara County - Niagara Falls | | | | |
| Niagara Falls (Oct 1-May 31) | \$40.00 | \$98.00 | \$69.00 | \$167.00 |
| Niagara Falls (June 1- August 31) | \$40.00 | \$133.00 | \$69.00 | \$202.00 |
| Niagara Falls (Sep 1 - 30) | \$40.00 | \$98.00 | \$69.00 | \$167.00 |
| Onondaga/Oswego Counties - Syracuse | \$40.00 | \$101.00 | \$64.00 | \$165.00 |
| Orange County - West Point | \$35.00 | \$118.00 | \$64.00 | \$182.00 |
| Rensselaer County - Troy | \$40.00 | \$108.00 | \$64.00 | \$172.00 |
| Rockland County - Nyack, Palisades | \$50.00 | \$117.00 | \$69.00 | \$186.00 |
| Saratoga/Schenectady Counties | | | | |
| Saratoga/Schenectady (Oct 1-Jun 30) | \$40.00 | \$116.00 | \$64.00 | \$180.00 |
| Saratoga/Schenectady (Jul 1-Aug 31) | \$40.00 | \$183.00 | \$64.00 | \$247.00 |
| Saratoga/Schenectady (Sep 1-Sep 30) | \$40.00 | \$116.00 | \$64.00 | \$180.00 |
| Suffolk County - Riverhead, Ronkonkoma, Melville | \$50.00 | \$147.00 | \$69.00 | \$216.00 |
| Tompkins County - Ithaca | | | | |
| Tompkins (Oct 1-Nov 30) | \$35.00 | \$134.00 | \$74.00 | \$208.00 |
| Tompkins (Dec 1-Jan 31) | \$35.00 | \$106.00 | \$74.00 | \$180.00 |
| Tompkins (Feb 1-Sept 30) | \$35.00 | \$134.00 | \$74.00 | \$208.00 |

Travel and Lodging Reimbursement Policy for Consultants

| TRAVEL REIMBURSEMENT ALLOWANCES (effective 10/1/2022 - 9/30/2023) | | | | |
|---|---|--|--------------|-----------------------------|
| Location | Method I (Unreceipted) Lodging & Meals | Method II (Lodging Receipted) | | Maximum Per Diem |
| | | Lodging | Meals | |
| Ulster County - Kingston | \$35.00 | \$119.00 | \$69.00 | \$188.00 |
| Warren County - Glens Falls | | | | |
| Warren (Oct 1-June 30) | \$35.00 | \$119.00 | \$69.00 | \$188.00 |
| Warren (July 1- August 31) | \$35.00 | \$198.00 | \$69.00 | \$267.00 |
| Warren (Sep 1 - 30) | \$35.00 | \$119.00 | \$69.00 | \$188.00 |
| Westchester Co - Tarrytown, White Plains, New Rochelle | \$50.00 | \$142.00 | \$74.00 | \$216.00 |
| NYS Counties below: <i>Allegany, Chemung, Clinton, Franklin, Fulton, Hamilton, Herkimer, Jefferson, Lewis, Montgomery, Oneida, Otsego, Putnam, Schuyler, Seneca, St. Lawrence, Steuben, Sullivan, Washington, Yates</i> | \$35.00 | \$98.00 | \$59.00 | \$157.00 |
| NYS Counties below: <i>Cattaraugus, Cayuga, Chautauqua, Chenango, Columbia, Cortland, Delaware, Genesee, Greene, Livingston, Madison, Ontario, Orleans, Schoharie, Tioga, Wayne, Wyoming</i> | \$40.00 | \$98.00 | \$59.00 | \$157.00 |

For more detailed per diem rates, including rates outside New York State, please visit the U.S. General Services Administration (GSA) website located at www.gsa.gov/portal and click on per diem rates.

MEAL ALLOWANCE PER DIEM BREAKDOWN FOR OVERNIGHT TRAVEL

| MEAL ALLOWANCE | \$59 | \$64 | \$69 | \$74 | \$79 |
|-----------------------|-------------|-------------|-------------|-------------|-------------|
| Breakfast (max) | \$12 | \$13 | \$14 | \$15 | \$16 |
| Dinner (max) | \$47 | \$51 | \$55 | \$59 | \$63 |

METHOD I PER DIEM

This is for overnight travel without receipts. Reimbursement is a flat rate for each county. The flat rate includes meals and incidental expenses. *You may qualify for an additional meal if you left one hour or more prior to your official work start time, or returned two hours or more after your official work end time. The meal reimbursement is the same as the unreceipted day trip: \$5 for breakfast, \$12 for dinner.

METHOD II PER DIEM

When in travel status (35 miles or more from home and official station), each overnight meal per diem begins with dinner the evening of your stay and ends with breakfast the following morning. One per diem is allowed for each overnight and must be accompanied by a lodging receipt that clearly shows travel dates. *You may qualify for an additional meal if you left one hour or more prior to your official work start time, or returned two hours or more after your official work end time. Meal per diem amounts vary by county. Additional meals will be paid at the rate for the county to which you traveled.

UNRECEIPTED MEAL ALLOWANCE FOR SINGLE DAY TRIP - ALL LOCATIONS

Breakfast (max) \$5.00/Dinner (max) \$12.00

(All Single Day Trip Meal Reimbursements are Taxable Income)

Travel and Lodging Reimbursement Policy for Consultants

Requirements: Must be in travel status (*35 miles or more from home and official station*). *You may qualify for a meal if you left one hour or more prior to your official work start time, or returned two hours or more after your official work end time. Reimbursement of day trip meals up to the amount of a per diem for the county visited is allowable when accompanied by a receipt.

**If your early departure or late return is because you stopped for a meal or for personal reasons, you are not entitled to the meal per diem. Trips that include extra meal per diems MUST have a START and END time.*

LODGING LETTER: OER can provide consultants with a letter requesting that they be afforded, at the discretion of the hotel/motel management, the same discounted lodging rates provided state employees. However, unless a consultant has tax exempt status, we also will pay for hotel taxes in excess of the allowable hotel per diems.

LUNCH: Lunch expenses are not reimbursable.

INCIDENTALS: Incidental expenses such as tips for bellmen and porters are included in meal allowances and are not individually reimbursed.

CLAIM FOR TRAVEL REIMBURSEMENT BY A NON-EMPLOYEE (AC3257-S) – This form located at http://www.osc.state.ny.us/agencies/forms/ac3257s_fe.pdf should be completed and submitted with invoice and supporting documentation.

TRANSPORTATION: Consultants should use the most efficient and cost effective method of transportation available.

PERSONAL CAR MILEAGE: To view the **GSA POV Mileage Reimbursement Rates**, please go to [GSA Portal](#) and click on **POV Mileage Reimbursement**. All mileage claims *must* state beginning point and destination point.

RECEIPTS REQUIRED: Receipts must be submitted in accordance with the chart below.

| Expense Type | Documentation Required |
|--|--|
| Transportation by Common Carrier (e.g. train, bus, airplane, subway) | Ticket stub if purchase price is printed on the stub; receipt and ticket stub if purchase price is not printed on the stub |
| Taxi | Receipt |
| Rental Car | Receipt showing return time |
| Tolls | EZ pass statement or cashless toll receipt. |
| Gas | Receipt |
| Day Trip Meals - Receipted | Receipt |
| Hotels - Receipted | Receipt |
| Parking | Receipt |
| Miscellaneous Expenses | Receipt |