

# NYS Public Health Corps Travel Policies and Procedures for Non-routine Travel

To comply with applicable regulations and to be clear as to what is reimbursable, the following provisions have been adopted by the NYS Public Health Corps (NYSPHC) for all non-routine travel. Non-routine travel is defined as any out-of-state travel, travel requiring airfare, travel requiring an overnight stay, travel to attend a conference, meeting, training, or seminar that requires a registration fee, and any travel that includes costs other than mileage, parking, and tolls (both in-state and out of state).

Travel guidance specific to NYSPHC Summit, NYS Public Health Association (NYSPHA) Annual Conference and American Public Health Association (APHA) Annual Meeting will be shared with Fellows ahead of these events.

To receive reimbursement for same-day in-state travel, Fellows should refer to [PCG Travel Guidance](#) and submit for travel reimbursement in the Certify system.

## Travel Quick Guide

- Fellows must be traveling more than 35 miles from both their official workstation and home to be eligible for non-routine lodging and meal reimbursement.
- Travel requests must be sent to [NYSPHCrequest@health.ny.gov](mailto:NYSPHCrequest@health.ny.gov) with all supporting documents at least 6 weeks in advance of the trip.
  - NYSPHC will provide travel approval decision within 4 weeks.
- Travel justification must be provided with travel request submission.
  - Justification must include fellow's name, title, host organization, purpose and dates of travel, and how travel is in scope with their fellowship plan.
- When in travel status, Fellows are required to use the most cost-effective mode of transportation and retain a record and itemized receipts (original or clear copy) for all travel expenses.
  - Unclear/Illegible or non-itemized receipts will not be acceptable.
- Fellows and host organizations **SHOULD NOT** incur any non-refundable travel costs until after NYSPHC travel approval is received.
- After travel has been completed, Fellows are required to submit the *H-100 Expense Report* within the Travel Expense Form for reimbursement within 10 days of travel ending.

## Before Travel Occurs:

- 1) Obtain Supervisory approval for the trip.
- 2) Review travel policies (pg. 2-3).
- 3) Complete the *H-10 Spend Authorization* sheet of the [Travel Expense Form](#) with all anticipated travel expenses and travel justification.
  - If using a personal/rental vehicle to travel more than 100 miles round trip you must complete the [Travel Calculator](#) to show that the most cost-effective mode of transportation will be used.

- Registration costs – A formal invoice from the Meeting/Conference Organizer must be provided and made out to Health Research, Inc. along with a copy of your registration confirmation and meeting agenda.
- 4) Complete [W9 form](#)
  - 5) Email the completed Travel Expense Form, Travel Calculator, W-9 and any other supporting documents to [NYSPHCrequest@health.ny.gov](mailto:NYSPHCrequest@health.ny.gov)
    - Supervisor, Fellowship Placement Coordinator (FPC) and Regional PCG contact must be CC'd.

### **After NYSPHC Travel Approval is Received:**

- 1) Make any hotel accommodations needed.
  - Hotel must not exceed [GSA state-rate](#) for location of travel.
- 2) If travel by rental vehicle or train is approved, make the necessary reservations.
  - If traveling by rental vehicle, Health Research Inc.'s (HRI's) corporate account with Enterprise must be used. *\*See rental instructions in Travel Reimbursement Policies section.*

### **During Travel:**

- 1) Retain a record and itemized receipts (original or clear copy) displaying date/time stamp and proof of payment travel expenses. (transportation, lodging, parking, tolls, etc.)

### **After Travel has Ended:**

- 1) Within 10 days of travel ending, complete and submit H-100 portion of Travel Expense Form to [NYSPHCrequest@health.ny.gov](mailto:NYSPHCrequest@health.ny.gov) for reimbursement.
  - Mileage Log tab is to be completed if personal vehicle is used.
  - Meal Per Diem tab must be completed if seeking meal reimbursement.
  - Any receipts must be attached to your email in PDF format.

## **Travel Reimbursement Policies**

**Ground transportation** – Reimbursement will be provided for reasonable ground costs between your home, the train station and hotel/meeting site; or your home and the meeting location as detailed below. Travelers are responsible for maintaining an accurate record of expenses including departure and return times, and mileage.

- Mileage reimbursement for use of your personal auto according to the current IRS rate (\$0.67 cents per mile), and the actual cost of tolls, if any.
- Parking at the hotel and/or conference site.
- Taxi, airport shuttle, car service or bus between the train station and hotel/conference site.

**Rental Vehicles** – Rented vehicles must be used when it is the most cost-effective means of transportation. Travelers renting vehicles must utilize Enterprise or Hertz as these companies have pre-negotiated rates with HRI. Travelers renting vehicles will be required to pay rental car costs upfront with reimbursement to be provided by HRI.

- Vehicle class utilized should be no larger than intermediate/midsize for an individual traveler. If cost effective, a larger vehicle may be rented if traveling with other fellows with prior approval from NYSPHC.
- Loss Damage Waiver (LDW) insurance is not necessary.
- Gasoline and other related costs of renting a vehicle will be reimbursed. Mileage is not reimbursed for rental vehicles.
- To make an online reservation visit either:
  - 1) Enterprise: <https://www.enterprise.com/en/home.html>
    - When prompted, enter HRI's Corporate Account Number: XZ79919
  - 2) Hertz: <https://www.hertz.com/rentacar/reservation/>
    - Click "Add a Discount Code"
      - In "Discount/CP/Club Code" field enter: 1930505
      - Select 'Business Trip'
      - When asked "Quote me the program my company has negotiated?": Choose Yes

**Airfare** – NYSPHC Admin will assist in coordinating any airfare needed and HRI will provide payment for this cost directly.

- If airfare is required, Fellow must provide departure and return dates, name of the airports to be used, and any preferred departure/return flight times within the travel justification.
  - NYSPHC Admin will provide flight options for Fellow to choose from.
  - If the purchase of travel insurance is needed, NYSPHC Admin will provide instructions.

**Train Fare** – Travelers are responsible for making any required train accommodations. Voucher and the receipts must be attached to the reimbursement package when submitted.

- Special seating (business class) for train travel is not permitted.

**Hotel Accommodations** – Travelers are responsible for reserving their hotel accommodations and must obtain lodging at the [GSA Federal Lodging Per Diem rate](#) for the city/state where lodging will be reserved.

- Any incidentals incurred are not eligible for reimbursement.

**Meals and Incidentals** – Reimbursement for meals will be based on the [GSA Federal Meal Per Diem rate](#), based on location of lodging. This per diem includes dinner and breakfast the following day.

- Travelers are not eligible for breakfast on the first day of travel unless departing home at least 1 hour before usual work-start time.
- Travelers are not eligible for dinner on the last day of travel unless arriving home at least 2 hours after usual work-end time.

**Conference Registration** – NYSPHC/HRI can provide direct payment to the conference organizers prior to the event. A minimum of 6 weeks is required to process direct payments.

- Fellow must confirm conference organizers will accept check payment and obtain a formal invoice made out to "Health Research, Inc." that displays the total cost to be paid.
  - Invoice and conference agenda must be submitted with your travel request.

- HRI is a tax-exempt organization. If a tax exemption form is required, please email [NYSPHCrequest@health.ny.gov](mailto:NYSPHCrequest@health.ny.gov)

Travelers providing payment for meeting/conference registration costs are eligible for reimbursement.

- Registration fees should not be purchased until after travel NYSPHC approval is received.
- A copy of your conference registration confirmation and conference agenda must be attached to your travel request.
- A receipt showing the total cost paid must be attached to the reimbursement package when submitted.