

New York State
Department of Health

Public Health Corps Summit



Building the Foundation of a Public Health Career Through Learning and Practice

June 10-11, 2025

2025 NYS Public Health Corps Summit Travel & Reimbursement Policy

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 Summit Planning Committee.

Travel **must** be conducted utilizing the most cost-effective manner and travelers are to retain a record and receipts (original or clear copy) of all travel expenses. We strongly encourage Fellows to carpool with one another and/or other host organization staff who will be attending. We are not covering airfare for this event.

After travel has been completed, Travelers will be required to complete the attached [H-100 Travel Voucher](#) and [W9 Form](#) and submit to NYSPHCrequest@health.ny.gov for reimbursement. Reimbursement will be provided by Health Research, Inc. (HRI) in the form of a mailed check.

Fellows **should not** incur any non-refundable travel costs until after NYSPHC travel approval is received. Fellows can expect to receive their confirmation of travel approval for the event from NYSPHCrequest@health.ny.gov in early January.

Fellows who will require only mileage, toll, and/or parking reimbursement for their travel to attend Summit should refer to [PCG Travel Guidance](#) and submit for routine travel reimbursement in the Certify system.

1. Train Fare – Travelers are responsible for making any required train accommodations. Voucher and the receipts must be attached when requesting reimbursement.

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

2. Ground Transportation – Reimbursement will be provided for reasonable ground transportation costs between your home, train station and hotel/meeting site as detailed below. Travelers are responsible for maintaining an accurate record of expenses, including departure and return times, mileage and receipts. If traveling over 100 miles by car, the [Travel Calculator](#) must be completed to determine the most cost-effective mode of transportation.

- Mileage reimbursement for use of your personal auto according to the current IRS rate (\$0.70 cents per mile), and the actual cost of tolls, if any.
- Parking at the hotel and/or conference site.
- Taxi, shuttle, car service or bus between the train station and hotel/conference site.

3. 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.

Please be advised: When you pick up a rental car, a \$300 hold will be placed on your credit card until the car is returned

- 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. A copy of the receipt must be included with the voucher to receive reimbursement for gasoline. 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

4. Hotel Accommodations – NYSPHC/HRI will reserve and provide payment for up to 2 nights of lodging at a nearby hotel. Payment by HRI will be made directly to the hotel. Travelers should not reserve their own hotel accommodations. Fellow's lodging needs will be collected in the "Non-Employee Travel Sheet" circulated by their Fellowship Placement Coordinators. Confirmed lodging details will be shared with travelers in January.

- Fellows who live or work within 35 miles of the Albany Capital Center in Albany, NY are not eligible to receive lodging.
- **Please be advised, Fellows will need to provide a credit/debit card at check-in to the hotel for security and incidental purposes.**

5. Meals and Incidentals – Reimbursement for meals will be based on the Federal GSA per diem rate of \$86/night for Albany, NY. Meal receipts will not be required for reimbursement.

- Fellows who live or work within 35 miles of the Albany Capital Center in Albany, NY and are not eligible to receive meal reimbursement.
- A boxed lunch will be provided to attendees each day during the conference.
- Travelers are eligible for an extra breakfast (\$17) on the first day of travel if departing home at least 1 hour before usual work-start time.
- Travelers are eligible for an extra dinner (\$69) on the last day of travel if arriving home at least 2 hours after usual work-end time.

Reimbursement Procedures

Within 10 days of travel ending, Fellows must complete the H-100 portion of the [Travel Expense Form](#) and [W9 Form](#) and submit to NYSPHCrequest@health.ny.gov for reimbursement.

- Meal Per Diem tab must be completed if seeking meal reimbursement.
- The Mileage Log is required *only* if a personal vehicle was used for travel.
- Copies of itemized receipts must be provided for **all** expenses claimed, with the exception of meals.
 - Credit card statements are not acceptable documentation of expenses.

We will make every effort to complete your reimbursement within 30 days after it is received. Thank you for your understanding and compliance with this policy.

The New York State Public Health Corps Summit Planning Committee
New York State Department of Health

