

# 2025 NYS Public Health Partnership Conference – NYSPHC Travel & Reimbursement Policy and Procedures

To comply with applicable regulations, Health Research, Inc. (HRI) policies, and to be clear as to what is reimbursable, the following provisions have been adopted by the NYS Public Health Corps (NYSPHC) for travelers attending the [NYS Public Health Partnership Conference](#) in Ithaca, NY on April 30<sup>th</sup> - May 2<sup>nd</sup>, 2025.

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.

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](mailto:NYSPHCrequest@health.ny.gov) in March.

## Travel Procedures

### **Before Travel:**

**1)** Complete the attached “*Non-Employee Travel Approval*” sheet with all anticipated travel expenses to obtain NYSPHC & HRI Travel Approval. The most cost-effective mode of transportation **must** be used to travel to/from the conference location.

- If the trip will be 100+ miles roundtrip and you will use a personal or rental vehicle, the attached [Travel Calculator](#) must be completed to show the most cost-effective mode is being used.
- Do NOT incur any travel costs until NYSPHC approval to travel is received.

**2)** Register to attend the conference using discount code: “**PAYBYCHECK**”. This code will allow you to avoid entering personal credit card information during registration process.

- Early Bird Non-Member Registration (through 2/14/25): \$375.00
- Learning Institute Pre-Conference Session Non-member-rate (Wednesday, April 30<sup>th</sup> 12-4:30PM): \$110.00
- *If you are interested in registering as an exhibitor*, please notify [NYSPHCrequest@health.ny.gov](mailto:NYSPHCrequest@health.ny.gov) for approval before moving forward with registration.

**3)** Send a PDF copy of your full registration confirmation and completed “*Non-Employee Travel – 2025 NYSPHA*” sheet to your Fellowship Placement Coordinator **by February 14, 2025**. Please CC your Supervisor.

- If travel documents and registration details are not received by this date, you will not be eligible to receive travel reimbursement for this trip.

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

- 1) If renting a vehicle or taking the train to/from the conference, make the necessary reservations.
- Rental vehicles must be reserved using HRI's corporate account. See Enterprise/Hertz Rental instructions on pg.3.

### **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.)
- Travelers do not need to retain meal receipts. Meal reimbursement will be provided based on the federal per diem rate.

### **After Travel:**

- 1) Within 10 days of travel ending, complete attached *Travel Expense Sheet* with all travel expenses incurred and submit 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 should be submitted in PDF format.

## **Transportation, Lodging and Meal Policies**

***Any non-refundable costs should NOT be incurred until AFTER travel approval is received from NYSPHC.***

*Note:* To be eligible for lodging and meal reimbursement, you must be traveling more than 35 miles from both your official workstation and home.

**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.

**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. 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, airport shuttle, car service or bus between the train station and hotel/conference site.

**Rental Vehicles** – Rental 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

**Hotel Accommodations** – NYSPHC/HRI will reserve and provide payment for up to 2 nights of lodging (April 30 & May 1, 2025) 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*". Confirmed lodging details will be shared with travelers in early April.

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

**Meals and Incidentals** – Reimbursement for meals will be based on the GSA Federal Meal Per Diem rates for Ithaca, NY - \$80 full per diem per overnight. This per diem includes dinner and breakfast the following day. \$64 dinner / \$16 for breakfast.

- Fellows who live or work within 35 miles of the conference venue in Ithaca, NY are not eligible to receive meal reimbursement.
- Travelers are eligible for breakfast (\$16) on the first day of travel if departing home at least 1 hour before usual work-start time.
- Travelers are eligible for dinner (\$64) on the last day of travel if arriving home at least 2 hours after usual work-end time.
- Reimbursement will be provided for breakfast and dinner only.

## **Reimbursement Procedures**

Within 10 days of travel ending, Fellows must complete and submit the **H-100 Travel Voucher, Mileage Log (if applicable) and Meals Per Diem** sheets of the [Travel Expense Form](#) along with a completed [W9 Form](#) to [NYSPHCrequest@health.ny.gov](mailto:NYSPHCrequest@health.ny.gov).

Note: The Mileage Log sheet is required *only* if a personal vehicle was used for travel.

Itemized and timestamped receipts (original or clear copy) showing proof of payment must be provided for any expenses claimed, excluding 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 Team**  
**New York State Department of Health**