



2026 NYS Public Health Corps Summit Presenter Travel & Reimbursement Policy

We are grateful for your participation in the upcoming 2026 NYS Public Health Corps Summit on April 22, 2026, and are happy to offer reimbursement to cover Presenter's travel expenses for travel to/from Lake Placid, NY. 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.

Presenters should retain a record and receipts (original or clear copy) of all travel expenses. After travel has been completed, Presenters will be required to submit the attached Travel Expense Worksheet (H-100 Expense Report, Mileage Log, and Meals Per Diem, if applicable) to NYSPublicHealthCorps@health.ny.gov for reimbursement. Reimbursement will be provided by Health Research, Inc. (HRI) in the form of a check.

1. Train Fare – Presenters 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. Rental Vehicles – Rental vehicles may be utilized 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.

- The vehicle class utilized should be no larger than intermediate/midsize for an individual traveler. If cost effective, a larger vehicle may be rented to transport multiple travelers.
- The 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

3. Ground – Reimbursement will be provided for reasonable ground transportation costs between your home, the airport/train station and hotel/meeting site; or your home and the meeting location as detailed below. Presenters 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. Ground transportation costs may include:

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

4. Hotel Accommodations – Presenters are responsible for reserving their hotel accommodations and Federal per diem rates must be utilized. Reimbursement will be provided for up to 2 nights of lodging between 4/21-4/22/26, dependent on travel needs. Any incidentals incurred are not eligible for reimbursement.

- Lake Placid, NY lodging per diem = \$144/night

Nearby hotel suggestions: Cambria Hotel Lake Placid, Crowne Plaza, Hampton Inn & Suites Lake Placid

5. Meals and Incidentals – Reimbursement for meals will be based on the federal (GSA) per diem rate of \$86/night (\$17 for breakfast / \$69 for dinner) for Lake Placid, NY.

- Travelers are eligible to claim breakfast (\$17) on the first day of travel if departing home at least 1 hour before usual work-start time.
- Travelers are eligible to claim dinner (\$69) on the last day of travel if arriving home at least 2 hours after usual work-end time.
- HRI reimburses for breakfast and dinner only.
 - A boxed lunch will be provided each day during the conference.
- Alcohol is not reimbursable.

Reimbursement Procedures

Presenters are provided with the attached Travel Expense Worksheet, made up of the H-100 Expense Report and Mileage Log, to be used when submitting for travel reimbursement.

Note: All highlighted fields on the Meals Per Diem tab must be completed.

- Mileage Log is required *only* if a personal vehicle was used for travel.

The required forms are to be submitted as soon as possible after the conference, and no later than 10 days after the travel has been completed. Itemized receipts (original or clear copy) must be provided for **all** expenses claimed. Credit card statements are not acceptable documentation of expenses. All travel reimbursement documentation can be sent to NYSPublicHealthCorps@health.ny.gov for processing reimbursement.

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

