

 <p style="text-align: center;">STATE OF NEW YORK DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION</p> <p style="text-align: center;">DIRECTIVE</p>	TITLE		NO. 2724
	Travel Voucher Preparation		DATE 10/08/2013
SUPERSEDES DIR #2724 Dtd. 10/07/2009	DISTRIBUTION A	PAGES PAGE 1 OF 5	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

I. DESCRIPTION: These instructions are provided to aid in the preparation of the Office of the State Comptroller (OSC) [Form #AC-132-A](#), “State of New York Travel Voucher,” for reimbursement of funds spent and document expenses charged to State funds.

II. REFERENCES

- A. The OSC [Traveler’s Guide](#);
- B. [OSC Travel Manual](#);
- C. OSC Bulletins (specific topics);
- D. Department of Corrections and Community Supervision (DOCCS) E-mail/Bulletin Board/Travel;
- E. OSC website: <http://www.osc.state.ny.us/> (Click on information for State Agencies. Click on Travel.);
- F. Division of Budget (DOB) Bulletin B-1184, “Agency Contracts, Non-Personal Service and Capital Spending Controls;” and
- G. Governor’s Office of Employee Relations (GOER) Trip Calculator.

III. FORMS

- A. [Form #2724A](#) “Authorization for Travel;”
- B. [Form #1042A](#), “Request for Non-Departmental Training/Meeting/Conference Attendance,” (see Directive #2005, “Request to Attend/Conduct Training/Conference”);
- C. [Form #AC-132A](#), “State of New York Travel Voucher;”
- D. [Form #AC-148](#), “Travel Voucher - Detail Sheet;”
- E. [Form #AC-160](#), “Statement of Automobile Travel;”
- F. [Form #AC-1214](#), “Application and Record for Travel Advance;”
- G. [Form #ST-129](#), “NYS Dept. of Tax and Finance Exemption Certificate;”
- H. Rental Car vs. Personal Car Cost Calculator, Attachment A; and
- I. Personal Car at Rental Rate Calculator, Attachment B.

IV. REQUIRED APPROVALS

- A. All travel requires Supervisor approval.
- B. Overnight travel and/or car rental requires Division Head approval.
- C. Air travel requires the Deputy Commissioner for Administrative Services approval.
- D. All out of State travel requires Commissioner and Office of State Operations approval.
- E. Additional approvals are allowed for on [Form #2724A](#) “Authorization for Travel”, to address approval requirements specified by each facility and are to be used at the discretion of each facility.
- F. All in State travel over \$500 for meetings, conferences, and non essential travel requires Office of State Operations approval. All out of State travel for meetings, conferences, and non essential travel requires Office of State Operations approval.

V. PREPARATIONS PRIOR TO TRAVEL

- A. Traveler completes and submits [Form #2724A](#) to his or her Supervisor no later than 12:00 noon on Thursday of the week preceding the travel dates. Additional time should be allowed if the traveler's Deputy Commissioner or above approval is needed for air or out of State travel.
- [Form #1042A](#), "Request for Non-Departmental Training/Meeting/Conference Attendance," should be submitted by the traveler giving as much advance notice to their supervisor of their plan to attend as possible. (See Directive #2005)
- B. If necessary to obtain a travel advance, submits [Form #AC-1214](#), "Application and Record for Travel Advance," to the Finance Unit.
- C. The Department participates in the State Corporate Travel Card Program to provide employees with a mechanism to pay for travel expenses. The card is generally made available to all employees who are expected to travel at least once a year as part of their official duties. Applications can be obtained through the Central Office Finance Unit for Central Office and Community Supervision staff or the Facility Business Office for facility staff.

The Corporate Travel Card is to be used only for travel expenses (lodging, meals, transportation) required to conduct official business. Improper or unauthorized charges will result in mandated reimbursement to the Agency by the employee, may result in the suspension or loss of privileges related to the card, or disciplinary action.

VI. RATES: Allowance rates are promulgated in the OSC Travel Manual. Current rates are posted on the DOCCS E-mail Bulletin Board under Travel.

For eligibility requirements for meal reimbursement, refer to OSC Travel Manual.

VII. TRAVEL BY COMMON CARRIER: Actual cost for receipted fares may be allowed each way for travel between residence and transportation terminals.**VIII. SECURING RECEIPTS:** Traveler:

- A. Obtains public transit receipts.
- B. Receipts for meal expenditures will not normally be required with the exception of when meals are charged to the corporate card. Employees may claim up to the maximum Federal meal allowance for day trips when receipts are obtained and the necessity justified.
- C. Obtains lodging receipts for Method II allowance.
- D. All charges to corporate card need receipts.

IX. PREPARATION OF TRAVEL VOUCHER: Traveler:

- A. Prepares/submits [Form #AC-132A](#), "State of New York Travel Voucher", directly after trip, semimonthly, or no later than 21 calendar days after completion of trip. Any voucher not submitted within 60 calendar days of the travel date may be rejected unless the traveler provides mitigating reasons for the delay.
- B. Prepares [Form #AC-132A](#) as follows:
- Enter name of facility or location of employment in "Originating Agency" item, for Ex:
 - "Dept. of Corrections and Community Supervision" - for all Central Office, and Training Academy employees and any facility employee to be paid from Central Office funds.
 - "Clinton Correctional Facility" - for all Clinton employees, etc.
 - Enter the code assigned to your facility or location in "Orig. Agency Code" item. Example:
1016 - Central Office 1000 - Attica
 - Enter Employee ID in the "Payee ID" field.
 - Enter first and middle initials and last name in "Payee Name" item.
 - Enter address, city, state, and zip code.

6. Enter purpose of travel, to be specific including objectives. Enter official station. Enter your normal work hours. Enter your destination including county.
7. Enter departure date and time. Enter return date and time.
8. Enter negotiating unit.
9. Check the appropriate box to indicate if a Travel Advance was issued.
10. Check appropriate box if Corporate Card was used.
11. Complete body of voucher as follows:
 - a. Begin items on [Form #AC-148](#), "Travel Voucher-Detail Sheet," if more items than will fit on [Form #AC-132A](#).
 - (1) AC-148 calls for agency and payee to be completed as on the AC-132A.
 - (2) The sheet is to be numbered and dated.
 - (3) More than one AC-148 may be used if the number of items require it, totaling the page and carrying the totals forward to the next page.
 - (4) Items must be listed in chronological order and follow a logical order. That is, the items should flow from one to the next without gaps, providing a clear account of your itinerary.
 - b. Date or inclusive dates must be shown in the date column as appropriate.
 - c. Items of expenditure must be specific as illustrated.
 - d. Times of departure and arrival must be specific and labeled as to AM or PM.
 - e. Taxi, bus, and subway costs for local transportation are listed under "Transportation Paid."
 - f. If a personal car is used, list as specific item "Statement of Automobile Travel Attached" with the total miles listed. (Proof of pool car unavailable required. "Rental Car vs. Personal Car Cost Calculator" required. "Personal Car at Rental Rate Calculator" if applicable.)
 - (1) [Form #AC-160](#), "Statement of Automobile Travel," is to be completed in full.
 - (2) State dates, "from" and "to" points, hours of departure and arrival and miles traveled.
 - (3) The miles traveled "to" should equal miles "from," on round trips.
 - g. List meal expenses under appropriate columns, if trip is of less than day duration and no overnight expense.
 - h. For trips of more than a day with at least one overnight, the total days are listed as per diem less items not allowable.
 - i. Enter toll expenses under "Incidental Expenses."
 - j. Each receipt and AC-160 is to be numbered as a sub-voucher and that sub-voucher number is entered in "Sub. Vo. No." column.
 - k. Enter your signature in ink and the date in the "Payee's Certification" block.
- C. Attaches all receipts, authorizations for travel, AC-160, AC-148 copies to the AC-132A.
- D. Retain copies of the AC-132A, AC-148 and AC-160 for your own records.
- E. Turn in the above documents to Supervisor for signature as soon as possible.

X. SUPERVISOR CERTIFICATION

- A. Supervisor reviews travel voucher in accordance with Supervisor's Responsibility as written in the OSC Travel Manual;
- B. Sign and date the travel voucher under "Supervisor's Certification;" and
- C. Forward to the Agency Finance Office timely.

Rental Car versus Personal Car Cost Calculator

Input Variables	
Complete each blue cell	
Total Miles to be Traveled (roundtrip)	200
Total Days in Trip	1
County where the rental was made	Albany
Size of Vehicle	Standard
Car Rental Daily Price (will autofill)	\$36.31
# of Miles to Rental Agency (roundtrip)	10
Cost of Gasoline per Gallon	\$2.50
Mileage Reimbursement Rate	\$0.550
Rental Car Gas Mileage (MPG)	25

Calculated Results	
Lowest cost option will be highlighted blue	
Own Car Cost	
Mileage	\$ 110.00
Rental Car Cost	
Rental	\$ 36.31
Refueling	20.00
Mileage to rental agency	5.50
Total	\$ 61.81

Personal Car at Rental Rate Calculator

Instructions: When it is cheaper to rent a car but you would prefer to use your own vehicle, you must adjust the mileage claimed on your travel voucher to be equivalent to the cost of a rental. This form will use the variables you enter to calculate how many miles you must claim (roundtrip) to equal the cost of a rental.

Input Variables Here:

Fill in the blue boxes

Total miles to be traveled (roundtrip)	250
# of days in trip	1
County where rental was made	Albany
Size of rental vehicle	Standard
Cost of gas (per gallon)	\$2.60
Miles to rental agency (roundtrip)	20
Car rental charge (per day)	\$36.31
Mileage reimbursement rate	\$0.550
Rental car MPG	25

Calculated Results:

Lowest cost highlighted in green

Own Car Cost	\$ 137.50
Rental Car Cost	\$ 73.31

Miles to Claim on Voucher

to equal the cost of a rental:

Departure:	67
Return Trip:	67

Justification:

Complete the fields in brackets and copy this into the Comments/Justification of the travel voucher

Despite a rental being the lowest cost option from my trip on <insert date>, I chose to use my personal vehicle for convenience. The actual length of the trip was <insert miles> miles. I have adjusted the mileage on the voucher to give a reimbursement equivalent to the cost of renting a car per the GOER calculator.