

State of New York  
Unified Court System  
Financial Planning & Control Manual

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1.010            Introduction

The rules which follow constitute the conditions and methods concerning travel reimbursement for all nonjudicial employees, including chambers staff.

Travel should be limited to that which is absolutely necessary, and via the least costly method possible. Only necessary expenses actually incurred will be reimbursed, in accordance with the maximum allowable rates as set forth in chapter 1.070. All travel, wherever possible, should be planned sufficiently in advance to permit full utilization of available cost-saving measures.

Advance approval of travel by the appropriate administrative authority is required for reimbursement eligibility. Approval will be granted only if the travel is essential to the performance of the employee's duties. The signature entered in the 'Supervisors Certification' portion of the State of New York Travel Voucher (AC 132-A) constitutes verification that the travel referenced in the employee's voucher was necessary and authorized in advance. This provision notwithstanding, individual supervisors should ensure that all necessary internal controls are in place relative to the administration of business-related travel. Depending on workplace circumstances and the nature of the employee's duties, such controls may include a requirement that travel be authorized in advance in writing.

The administrative authorization of travel associated with activities outside of an employee's normal duties, including, but not limited to, conferences and seminars, all out-of-state travel and special committee meetings must be documented in advance through the completion of a Travel Authorization (OBF TR-1) form. A sample form appears on the following page and supplies are available from the appropriate district /administrative office. The Travel Authorization form should be submitted with the employee's travel voucher and maintained on file for post-audit purposes.

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OBF TR-1 (REVISED 6/92)

***TRAVEL AUTHORIZATION***

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

CHECK ONE:

I HEREBY REQUEST ADVANCE APPROVAL TO UNDERTAKE ESSENTIAL BUSINESS-RELATED TRAVEL, AS DETAILED BELOW:

YOU ARE HEREBY ASSIGNED TO UNDERTAKE ESSENTIAL BUSINESS-RELATED TRAVEL, AS DETAILED BELOW:

TRAVELER'S NAME: \_\_\_\_\_  
 COURT/AGENCY: \_\_\_\_\_  
 TITLE: \_\_\_\_\_ LINE NO. \_\_\_\_\_

DATE(S): \_\_\_\_\_ TO \_\_\_\_\_ TOTAL EST. TRAVEL DAYS DURING PERIOD: \_\_\_\_\_

DESTINATION(S): \_\_\_\_\_

MODE(S) OF TRANSPORT: \_\_\_\_\_

PURPOSE OF TRAVEL (BE SPECIFIC): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROJECTED TOTAL COST: \$ \_\_\_\_\_ (INCLUDE ALL COSTS INC. LR'S & TR'S)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
JUDGE OR SUPERVISOR

**APPROVED:** \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE OF ADMINISTRATIVE JUDGE OR DESIGNEE

***ALL TRAVEL MUST BE APPROVED BEFORE IT OCCURS. APPROVALS SHOULD BE RETAINED FOR AUDIT PURPOSES BY THE DISTRICT/ADMINISTRATIVE OFFICE RESPONSIBLE FOR PROCESSING TRAVEL VOUCHERS.***

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1.020            Official Station

The official station of each employee is determined by the appropriate administrative authority, based on the best interests of the Unified Court System and is generally the city or town in which the employee's assigned work station is located.

Each employee's official station must be initially designated by the appropriate administrative authority by completing the "geographic location of position" portion of the employee's initial Nomination for Appointment (UCS-74). This designation may specify sequential or rotational locations if appropriate. For example, the Official Station designation can specify several court locations to accommodate a regular rotational schedule of assignment.

If an employee is assigned to a single location other than the official station for a period of up to 30 consecutive calendar days, requests for travel reimbursement (within rates in effect) may be approved by the appropriate administrative authority. However, official station designation must be reviewed in those instances where travel reimbursement to the employee is pursuant to an assignment to a location other than the official station which exceeds the 30 day limitation. If it is determined that the employee is being reimbursed pursuant to a long-term assignment (i.e., in excess of 30 days), absent extenuating circumstances, the official station designation must be changed to reflect such assignment. Change in Official Station must be formally designated by the local administrative authority via a Redesignation of Official Station form (UCS-10), as shown on the following page. If the review results in a recommendation that reimbursement be continued beyond the 30 day threshold, approval of the Administrative Authority and the Assistant Deputy Chief Administrator for Financial Management must be obtained. No reimbursement for travel between an employee's official station and place of residence will be allowed. However, an employee performing duties within 35 miles of, but not at his/her official station or place of residence, is eligible for reimbursement of any transportation expenses incurred which are consistent with the provisions of Chapter 1.030 of this Part.

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UCS-10 (6/92)

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**REDESIGNATION OF OFFICIAL STATION**

TO BE COMPLETED BY JUDGE OR SUPERVISOR		
EMPLOYEE'S NAME		SOCIAL SECURITY NO.
POSITION TITLE		JURIS. CLASS
AGENCY CODE	LINE NUMBER	GRADE/SALARY
COURT/AGENCY		PART, TERM OR UNIT
EMPLOYEE'S <i>CURRENT</i> OFFICIAL STATION		
CITY OR TOWN		COUNTY
STREET ADDRESS OF COURT OR AGENCY		
EMPLOYEE'S <i>REQUESTED</i> OFFICIAL STATION		
CITY OR TOWN		COUNTY
STREET ADDRESS OF COURT OR AGENCY		
REASON FOR REDESIGNATION		
		EFFECTIVE DATE
NAME OF JUDGE OR SUPERVISOR		TITLE
SIGNATURE		DATE
ADMINISTRATIVE AUTHORITY APPROVAL		DATE
COPIES OF APPROVED REDESIGNATIONS TO: EMPLOYEE JUDGE OR SUPERVISOR DISTRICT/ADMIN OFFICE OCA PERSONNEL OFFICE	FOR OCA USE ONLY	

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1.030            Method of Transportation

1.030.1          Common Carrier

The most economical mode of transportation along commonly traveled routes should be used whenever possible. Less than first class accommodations should be used whenever possible. Travelers should take advantage of fare discounts, excursion or commutation rates and stop-over privileges whenever available. The Office of General Services has negotiated term contracts for discounted airfares between designated points of travel, as well as for centralized travel agent and rental car services. These contracts should be considered when determining the most economical method of travel. If a more costly method is used, justification must be provided with the traveler's voucher. For term contract information, please refer to the OGS Web site at <http://www.OGS.state.ny.us> or by calling OGS at (518) 486-2110.

a.            Train or Bus Transportation

The fare for transportation on any trip must not exceed the regular rate charged to the general public. Train and bus tokens should be used when practicable. Travel by train is the accepted mode of travel between Albany and New York City. A special state government rate has been negotiated with Amtrak for such trips and should be requested for all official travel. Travelers are personally responsible for lost train tickets, or unused portions thereof.

b.            Air Transportation

All air travel of less than 200 miles each way will require the advance approval of the appropriate local administrator (i.e., the District Administrative Judge, the Clerk of the Court of Appeals, the Presiding Justice of the Appellate Division or, for OCA employees, the appropriate Assistant Deputy Chief Administrator or Office Director). Should an employee choose to travel by air to a destination of less than 200 miles each way in the absence of prior approval, travel reimbursement will be in an amount not to exceed the cost of travel by the least expensive common carrier.

Some airlines provide for traveler compensation payments when the airline is unable to honor confirmed reservations. Employees traveling on official State business who are the recipients of such compensation must endorse checks received over to the Commissioner of Taxation and Finance and submit them to the appropriate fiscal/administrative office.

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Air transportation reservations must be canceled prior to flight time in order to avoid "no show" service charges. When canceling, employees must be sure to obtain the identification of the airline representative accepting the cancellation. Service charges resulting from an employee's failure to comply with the proper cancellation procedures will be deducted from the employee's travel reimbursement.

In cases where air travel is justified, the authorized use of privately-owned aircraft for State business will be reimbursed at the authorized mileage reimbursement rate for travel by personal car, regardless of the number of passengers. If commercial flights are available between the points of travel, reimbursement will be at the lowest published coach rate for travel between those points.

The properly authorized use of privately-owned aircraft for State business requires a \$1,000,000 liability insurance policy which includes the State of New York as an insured party. This coverage must be with a company licensed by the State Insurance Department. A copy of the policy must be filed with the Department of Audit and Control and the company name and policy term referenced on the employee's travel voucher.

c. Taxicab Transportation

Taxicab charges will not be permitted when regularly established subways or bus lines are available unless fully justified. Reasonable tipping may be included in total taxi charges. Taxi charges must be within allowable rates as shown in section 1.070. Receipts are required for reimbursement of taxi charges.

1.030.2 Rental Car Transportation

Advance approval from the appropriate administrative authority (i.e., the Deputy Chief Administrative Judge, the Clerk of the Court of Appeals, the Presiding Justice of the Appellate Division or, for OCA employees, the Deputy Chief Administrative Judge for Management Support) is required for the rental (short term leasing) of automobiles for business use. Approval will require justification as to why transportation by common carrier is not possible and a statement that no state-owned vehicles are available for use. Rental car approvals may be granted for periods not to exceed ten days.

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When renting automobiles, the most economical rental plan should be chosen after considering all applicable expenses, including, but not limited to, daily rental fees, mileage costs and any drop-off charges. The compact sedan shall be the standard rental vehicle for use within the Unified Court System. The rental of larger vehicles, or vehicles with special equipment, must be specifically justified based on the number of passengers, materials to be transported, or other considerations.

Administrative authorities will also require that travelers provide evidence that a minimum of three (3) telephone price quotes were obtained whenever a dealer other than a preferred source (e.g. OGS term contract) is to be used for the procurement of automobile rentals. For term contract information, please refer to the OGS Web site at <http://www.OGS.state.ny.us> or by calling OGS at (518) 486-2110.

Operators of rental vehicles used for business purposes are subject to all State and municipal traffic laws and regulations and are personally liable for all penalties resulting from parking and traffic violations.

The following insurance provisions are applicable when using a short term (under 30 days) rental vehicle in the conduct of official State business:

1. Always rent in the name of the State of New York - Unified Court System
2. Rental companies must provide statutory liability limits of coverage in the amount of \$25,000/\$50,000/\$100,000, plus statutory uninsured motorist and no fault coverages.
3. Employees are not authorized to purchase any additional insurance at State expense when renting a vehicle for official State business.
4. In the event of a serious accident where the basic insurance limits are exhausted, employee's on official business will be defended and indemnified by the State pursuant to the provisions of section 17 of the Public Officers Law, subject to the conditions contained therein.
5. If the rental vehicle being used for official State business is damaged, the State is responsible for a maximum liability of \$100 (deductible) on passenger vehicles, including mini vans, and full value for commercial vehicles such as large vans and trucks. In the event the first \$100 is paid by the employee, reimbursement may be obtained through the OGS Bureau of Insurance, upon the submission of appropriate documentation.
6. If more than one employee may be driving the rental vehicle while on official State business,

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additional drivers must be listed on the rental contract. Rental companies should not bill the State any additional charges for listed additional drivers. Unauthorized drivers should not be allowed to operate the rental vehicle.

#### 1.030.3 State-Owned Vehicles

Elected officials, appointed officials or other officials of equal rank to whom State-owned vehicles have been assigned may have unrestricted use of those vehicles. All other State-owned vehicles are to be used for official business only. Operators must possess a valid operator's license, must be physically competent to drive, and must follow prescribed maintenance procedures and inspection schedules. Operators of State-owned vehicles are subject to all State and municipal traffic laws and regulations and are personally liable for all penalties resulting from parking and traffic violations.

When available, State-owned vehicles should be used for all official travel except when traveling by common carrier. Employees are expected to travel together to the extent possible. A review of the State Car Usage Report will assist courts and agencies in determining if state vehicles are being underutilized when compared with other modes of transportation.

#### 1.030.4 Personally-Owned Vehicles

Travel by way of personally-owned vehicles is restricted to those cases where other modes of transportation are not available, cost-effective and/or to the advantage of the state. The quarterly Personal Car Mileage Report should be analyzed to determine if personally-owned vehicles are being over utilized in comparison to other modes of transportation. If common carriers or State-owned vehicles are unavailable or unfeasible, reimbursement for personal-car use will be made at the full allowance rate in effect. The mileage reimbursement rate covers depreciation, gasoline, insurance, repairs, towage and other operating costs.

All toll charges will be reimbursed when supported by the appropriate receipts. Necessary parking charges incurred will be allowed. Receipts are required with the exception of meter charges, in which case the rate and place incurred must be listed on the travel voucher. Operators of personally-owned vehicles used for business purposes are subject to all State and municipal traffic laws and regulations and are personally liable for all penalties resulting from parking and traffic violations.

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For purposes of calculating personal car mileage reimbursement, employees may be reimbursed, at the prevailing mileage rate, for personal car mileage amounts incurred while traveling to and from a work site other than their official station.

Otherwise unnecessary meals and other travel expenses incurred solely because of travel by personally-owned automobile, will not be allowed. If it is determined that travel by personally-owned vehicle was inappropriate, reimbursement for transportation costs will be limited to the cost of the least expensive common carrier.

Automobile insurance rates are affected when personally-owned vehicles are used for business uses. Failure to notify the insurance company could result in cancellation of the policy, in the event of an accident. An employee involved in an accident involving his personally-owned vehicle while on official business is entitled to indemnification under provisions of the Public Officers Law, Section 17, in regard to financial losses resulting from claims against the employee. Section 17 requires that the Attorney General be provided with any papers served or entered within five days of receipt. The policy coverage of any insured vehicle must be exhausted before State coverage becomes effective. Employees are reminded that when using their personal vehicles for official State business, the following conditions and/or State coverages apply:

1. The following coverages must be provided through the employee's personal insurance policy there is no State-provided insurance coverage for:
  - C Uninsured or under-insured motorists
  - C Personal injury protection
  - C Medical payments
  - C Comprehensive and/or collision losses to the employee's personal vehicle
2. Workers' Compensation coverage is provided as if the employee were using a State-owned vehicle while on official State business.
3. Liability to other persons, including passengers in the employee's vehicle must be covered by the employee's personal insurance policy. If losses exceed the employee's personal policy limits, any excess liability may be covered by the State pursuant to Public Officers Law, section 17, article 2.

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### 1.040 Travel Expenses

Employees are expected to provide sufficient personal funds to cover all travel expenses. However, the use of a government provided credit card can significantly reduce travelers' out-of-pocket expenses. For more information on the UCS travel card program, please refer to Part VI / Chapter 1.040.9.

#### 1.040.1 Lodging and Transportation Requests

Lodging Requests (AC 276) and Transportation Requests (AC 281) previously used for the payment of business-related travel expenses will be phased out and will no longer be accepted by vendors as a valid form of payment after December 31, 1998. Some hotels and common carriers may accept these forms of payment after December 31, but be sure to verify acceptance prior to issuance.

All unused, spoiled or canceled Transportation Requests, with the corresponding memorandum copies, covers and issue sheets must be forwarded to the appropriate fiscal/administrative office no later than January 31, 1999. Each fiscal/administrative office that issues LR's and TR's to travelers is responsible for matching the original and memorandum copies of these financial documents and must maintain a separate log to account for each individual form issued from each book. A copy of the appropriate log sheets must be retained for a minimum of three years from the date of issuance to the traveler. As financial stationary, Unused Lodging and Transportation Requests should be disposed of in accordance with the provisions of Part IV / Chapter 3.020.5 of the Financial Planning & Control Manual.

#### 1.040.2 Unused Tickets

Responsibility for the collection and control of unused ticket refunds is the responsibility of the UCS fiscal/administrative offices that oversee the reimbursement of employee travel expenses within their respective jurisdictions. Travelers are responsible for the timely submission of unused tickets to the fiscal/administrative office, to be included with the traveler's voucher:

- Unused transportation tickets have a cash value and should be treated as such. Travelers are personally responsible for lost tickets or for tickets which are not returned to the

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appropriate district/administrative office in a timely fashion. Travelers will be held personally responsible for the value of unused tickets that are lost or that are not submitted in a timely manner (i.e., generally within one year, but must be within the fiscal year in which the ticket was purchased).

- Travelers may not obtain refunds for unused tickets directly from carriers or travel agencies.
- District/administrative offices are responsible for the maintenance of proper procedures and internal controls for obtaining timely refunds from carriers or travel agencies, as specified in OSC Procurement and Disbursements Guidelines Bulletin G-113, dated July 30, 1991.
- District/administrative offices must maintain an appropriate accounts receivable system to control pending refunds. Generally, vendors should respond to requests for refunds within thirty (30) days. Fiscal/administrative offices must maintain a refund log to control the redemption of unused tickets from carriers or travel agencies. Refund checks received are to be transmitted to the State via Refund of Appropriation (AC-1286), in accordance with established rules and procedures.

1.040.3 Meals and Lodging

Absent specific advance authorization, no reimbursement for meals and lodging will be made to any employee while within 35 miles of the employee's official station or place of residence. However, employees performing duties within 35 miles of, but not at their official station or place of residence, are eligible for reimbursement of any transportation expenses incurred which are consistent with the provisions of Chapter 1.030 of this Part. Expenses for meals are reimbursable consistent with the following schedule:

Breakfast	A breakfast reimbursement is allowed if departure must occur at least one (1) hour prior to the traveler's normal work starting time
Dinner	A dinner reimbursement is allowed if the traveler returns at least two (2) hours after his or her normal work ending time

No reimbursement for lunch is allowed. Please refer to Part VI / Chapter 1.070 for

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the appropriate meal reimbursement rates.

Supervisors are responsible for being aware of employees' normal scheduled work hours and are verifying that the traveler met the appropriate meal eligibility requirements when signing the supervisor's certification on the travel voucher.

#### 1.040.4 Telephone and Facsimile Charges

Reimbursement for necessary charges for long distance telephone calls and fax transmissions incurred while in travel status may be allowed with supporting documentation indicating: the date of each call; the name of the party called; the points between which service was rendered; and the nature of the business. Charges for fax transmissions must be supported by a copy of the message sent.

#### 1.040.5 Baggage

Necessary charges for baggage transfer will be allowed for reimbursement in amounts not to exceed customary local rates. The number and type of baggage transferred must be stated in the travel expense voucher.

#### 1.040.6 Taxes

Taxes of any kind incurred while traveling within the State are not reimbursable. A tax Exemption Certificate (AC946) should be submitted to all vendors to substantiate exemption from State and local taxes. Certain out-of-state taxes may be reimbursable.

#### 1.040.7 Tipping

Tips to waiters or hotel staff are permitted only to the extent that the tips, when added to the reimbursements the traveler would otherwise be eligible to receive, do not exceed the rates as specified in Chapter 1.070 of this part.

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1.040.8      EZ Pass Toll Expenses

Employees traveling on the New York State Thruway while on official business via personal car are eligible for reimbursement of actual EZ Pass toll expenses incurred. When submitting such expenses for reimbursement, it is not necessary for travelers to include their monthly EZ Pass usage statements as evidence of such expenses, in that such a requirement would unnecessarily delay travel voucher submission or could generate additional travel vouchers for processing.

Administrative offices responsible for the review and processing of employee travel vouchers should ensure, however, that EZ Pass toll reimbursements are consistent with the New York State Thruway toll schedule for the points between which the official travel occurred. Such verification can be simplified by obtaining a copy of the Vehicle Classification And Toll Schedules issued by the New York State Thruway Authority.

1.040.9      UCS Travel Card Program

The State of New York has entered into an agreement with American Express Corporate Services to provide a payment mechanism for business-related employee travel expenses. Except in the event of late payment, there are no charges assessed against the State of New York or individual cardholders pursuant to this agreement.

The use of the American Express Corporate Card provides UCS business travelers with a convenient way to pay for common carrier transportation and lodging expenses incurred during the conduct of authorized business travel on behalf of New York State. It is recognized, however, that circumstances will arise which necessitate the use of the American Express Corporate Card for other properly reimbursable travel expenses. Such circumstances may include, but are not limited to, room service and other hotel meals which are incorporated into the traveler's lodging bill, hotel parking charges and similar expenses.

District/administrative offices may authorize the use of the Corporate Card for any such reimbursable business-related travel expenses at local option. This authorization is subject to the \$200 monthly retail limit per cardholder imposed upon all New York State American Express Corporate Cards. This monthly maximum applies only to purchases at stores, some restaurants and other retail establishments, although parking garages, car services and some eating facilities

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may also be classified as “retail” establishments by American Express. It is therefore possible that some very frequent travelers may encounter situations in which the \$200 monthly limit has been met. There is, however, no established monthly limit on card usage at hotels, for common carrier transportation tickets, automobile rental expenses, or travel agent billings. **Under no circumstances is the Corporate Card to be used for any personal expenses.**

#### Tax Exemption Certificates

The American Express Corporate Cards issued to all New York State employees are imprinted with language indicating that business-related charges to the cards are “Tax Exempt”. This language notwithstanding, individual cardholders remain responsible for providing hotels, common carriers, travel agencies and other merchants with a Tax Exemption Certificate (AC 946) to ensure that inappropriate taxes, from which the State is exempt, are not assessed. Such taxes are not reimbursable expenses and UCS travelers, not district/administrative offices, will be responsible for obtaining credits for taxes which should not have been imposed.

#### Submission of Vouchers

The successful functioning of the American Express Corporate Card Program is dependent upon the timely submission of travel vouchers by cardholders so that travel card charges can be reconciled with the monthly central bills received and paid by district/administrative offices. Even if no other reimbursable expenses were incurred, travelers using the Corporate Cards are responsible for submitting their travel vouchers to the appropriate UCS district/administrative office as soon as possible, but no later than thirty (30) days following completion of their trip or assignment. Failure to promptly submit travel vouchers constitutes grounds for revocation of the traveler’s American Express Corporate Card.

#### Monthly Central Billing of Corporate Card Charges

Charges to the American Express Corporate Card will be billed directly to the appropriate UCS District/Administrative Office, rather than to individual travelers. As such, the Corporate Card serves as a suitable alternative to the use of Lodging and Transportation Requests (LR’s and TR’s).

An American Express Basic Control Account will be established for each UCS District/Administrative Office that processes travel vouchers. Each such office must also

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designate an agency travel card program coordinator to whom monthly central bills will be directed.

A Master Control Account has been established which identifies all New York State agencies and cardholders utilizing the American Express Corporate Card Program. The Master Control Account enables New York State Control agencies to monitor overall program activity. The next step down in this reporting hierarchy are the Basic Control Accounts - one for each UCS District/Administrative Office. Each individual cardholder is assigned an account number which reports to the appropriate Basic Control Account. Finally, American Express payments are credited based on a Central Bill Number assigned to each jurisdiction, not the Basic Control Account. Monthly central bills sent to UCS travel card program coordinators will display charges to all individual cards and Business Travel Account (BTA) activity for accounts falling within that jurisdiction's Basic Control Account.

The monthly central bill includes all information necessary for reconciliation of employee travel vouchers: the statement closing date (date payment must reach American Express); the total amount due for all travelers within the jurisdiction (summary of charges to the Basic Control Account); each cardholder's total monthly activity; each cardholder's monthly activity by transaction; and a copy of each charge record (individual credit card receipts). Individual travelers will not receive a bill from American Express.

Corporate Card central bills must be paid in full (including any personal expenses to be recovered from employees) by UCS District/Administrative Offices a minimum of three (3) days prior to the close of each thirty (30) day billing cycle pursuant to the provisions of the contract between the State of New York and American Express. Delinquency charges will be assessed against central accounts which are not paid within sixty (60) days of the billing cycle closing date and affected accounts will be suspended from activity (i.e. all cardholders in the jurisdiction will have their cards suspended). Any central bill charges which are disputed must be immediately communicated to American Express so as to avoid suspension of the account.

In many large organizations, including American Express, the remittance advice and the check are separated upon receipt for internal control purposes. As a result, proper accounting becomes more difficult. To assist in the proper crediting of your account, please do the following:

- American Express payments are credited based on the Central Bill Number, not the Basic Control Number for your jurisdiction. The Central Bill Number is normally at the top of

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the invoice from American Express. The Central Bill Number can be differentiated from the Basic Control Number by examining the fifth (5) number from the left in each number. The Central Bill Number is nine (9) and the Basic Control Number is seven (7), as follows:

3782 - 9xxxxx (Central Bill Number)  
3782- 7xxxxx (Basic Control Number)

- You should also take steps to ensure that the Central Bill Number is included on your check. To do so, enter the Central Bill Number in second 'Payee Name' field of payment vouchers. You should also enter the Central Bill Number in box 5, 'Ref/Inv No.' field to assure that it appears on the remittance advice.

#### Corporate Card Application Procedures and Liability

While authorized business-related travel expenses charged to the Corporate Card will be centrally paid by the UCS, individual cardholders remain personally liable for any inappropriate charges. Each prospective cardholder must complete a card application and is subject to a personal credit history check to be performed by American Express prior to card issuance. Under current policy and practice, American Express does not report any past due amounts to third party credit reporting agencies until the account is 120 days in arrears. The Office of the State Comptroller has committed to working with American Express to ensure that in the event that Corporate Card central bills cannot be paid due to late passage of the budget or other such factors, there will be no negative impact on cardholders' personal credit histories.

If a Corporate Card is lost or stolen, both American Express and the appropriate agency travel card program coordinator should be notified immediately. Assuming such notification is timely, neither the cardholder nor the State of New York is responsible for any charges to a card which has been lost or stolen.

A cardholder acknowledgment form must be completed and signed by the employee and forwarded to the appropriate travel card program coordinator before a card may be issued. Corporate Card application and acknowledgment forms should be obtained by contacting the appropriate UCS district/administrative office. Samples of both forms follow:

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## Application for the American Express® Corporate Card

**APPLICATION INFORMATION - PLEASE COMPLETE ALL ITEMS BELOW FOR TIMELY PROCESSING**

**THE  
AMERICAN  
EXPRESS  
CORPORATE  
CARD  
PROGRAM**

**Employee:  
Please complete  
and send to  
Program  
Administrator**

**Complete form  
and send to:  
American Express  
P.O. Box 53816  
Phoenix, AZ  
85072**

**or  
  
fax to  
602 492-3884**

Name as you would like it to appear on the Corporate Card (20 characters only, including spaces)

Billing Address (20 characters only, including spaces)

Home  Office

City (17 characters only, including spaces)

State

Zip Code

Home Address (If different than billing address)

City (17 characters only, including spaces)

State

Zip Code

Social Security Number

Business Phone Number

Home Phone Number

Employee ID Number (10 characters only)

Cost Center Number (10 characters only)

X

Employee's Signature Please read the Agreement before signing.

Date

By signing above I indicate my acceptance of the terms and conditions of the Agreement.

**PROGRAM ADMINISTRATOR**

3 7 8 2 - 7

Basic Control Number (please fill out or application processing will be delayed)

Company Name (20 characters only, including spaces)

X

Authorizing Signature\* Please read the Agreement before signing.

Date

PRINT Authorizer's Name

Title

Phone Number

\* All applications require a signature (name & title) of an authorized Company Representative or Program Administrator to issue a Corporate Card.

**AGREEMENT:**

Company and the Applicant (a) request that a Corporate Card be issued to the Applicant on the Company's account, (b) authorize the receipt and exchange of credit information on the Company and the Applicant, (c) agree to be bound by the Agreement sent with the Card and by the Agreements covering Corporate Card related programs in which the Applicant is enrolled, and (d) agree that the Corporate Card will be used for business or commercial purposes only. The Applicant (a) authorizes American Express to notify the Company if this application is declined or if spending restrictions are applied to the Corporate Card, and (b) agrees to be liable for payment to American Express of all amounts charged to the Corporate Card.



**Corporate  
Services**

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**NEW YORK STATE  
AMERICAN EXPRESS CORPORATE CARD  
ACKNOWLEDGMENT FORM**

Your use of the NYS American Express Corporate Card is subject to the following terms and conditions:

1. You are being entrusted with a valuable tool - the NYS American Express Corporate Card - which is to be used for business travel expenses. Because you will be making a financial commitment on behalf of the State, you must strive to obtain best value for the State by following established travel policies.
2. All charges to your corporate card will be posted to a central bill by American Express and sent to your agency's Card Program Administrator for payment. You will **not** receive a bill from American Express. It is extremely important that you submit your travel voucher promptly in order for all charges to be reconciled. Failure to submit your voucher in a timely manner may result in revocation of your card.
3. **You may use the Corporate card to pay for travel expenses when you are on official State business only. You may not use this card for personal charges.** Your agency and the Office of the State Comptroller will audit the use of this travel card and take appropriate action on any discrepancies or unauthorized charges. Any evidence that the corporate card has been used fraudulently will require an investigation, after which disciplinary action may result. Fraudulent use may also result in criminal prosecution.
4. You must follow the policy and procedures established by New York State for the use of this corporate card. Failure to do so may result in revocation of your user privileges or other disciplinary action, which could include termination of employment.
5. The American Express Corporate Card remains the property of New York State. You must return the Corporate card immediately upon request or upon termination of employment or retirement. Should there be any change in your employment status you must return the Corporate card and arrange to have a new card issued, if necessary.
6. If the corporate card is lost or stolen, you must notify your agency's Card Program Administrator and American Express immediately.
7. You must comply with any changes to the terms and conditions or policies and procedures concerning use of the corporate card.

As the employee receiving the corporate card, I have read and understand these terms and conditions.

Employee Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Card Number: \_\_\_\_\_

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American Express Business Travel Accounts

In addition to the Corporate Cards available for individual employees, a Business Travel Account (BTA) has been established for each UCS District/Administrative Office which is responsible for the processing of employee travel reimbursements. A BTA is essentially a Corporate Card account in the name of the District/Administrative Office for which no plastic credit card is issued. Like a credit card, however, BTA account numbers must be properly controlled to prevent unauthorized use. BTA's can be used by authorized administrative staff to obtain lodging accommodations and common carrier tickets on behalf of employees who do not travel with sufficient frequency to justify the issuance of a card, or for non-employees serving the UCS in an official capacity (*Note: non-employees are not eligible for OGS centralized airfare contract pricing.*)

BTA orders should be made through an OGS group contract travel agency and may also be accepted by non-contract travel agencies and many, but not all, major hotel chains. Please note that some motels and hotels may not accept BTA reservations because of the absence of a physical credit card and/or a lack of familiarity with the American Express BTA program. Forms are available from district/administrative offices to facilitate BTA acceptance when making lodging reservations.

For purposes of internal control, BTA charges should be recorded as orders or reservations are made in a log established by the district/administrative Office. The log should include the name of the traveler, the purpose of the expense, the date(s) service was rendered and the anticipated cost. This log should be used to reconcile BTA charges which appear on the monthly central bill which is directed to agency travel card program coordinators.

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1.041.0 Official Committee / Commission Expenses

Effective April 1, 1999, all judicial and nonjudicial travel expenses incurred relative to the activities of authorized UCS committees / commissions, including but not limited to those expenses which are charged to American Express Corporate Cards or Business Travel Accounts (BTA's), are to be paid from "local" budget allocations in the first instance. Then, on a quarterly basis (end of June, September, December and March each fiscal year), a Request for Transfer of Official Committee / Commission Expense form (see sample which follows) should be prepared for each traveler for whom expenses are to be recouped. These forms, along with copies of the associated vouchers and a proposed Journal Voucher (AC 22) should be sent to the OCA Office of Administrative Services for review and entry of the appropriate cost center and accumulator to which the local expenses are to be transferred. Expenses for multiple employees may be consolidated into a single Journal Voucher if practical. Administrative Services staff will assign batch and document numbers and a copy of the Journal Voucher will be returned to the district/administrative office once executed.

Quarterly requests for transfers, along with copies of the required travel vouchers and a proposed Journal Voucher should be submitted as follows:

OCA Office of Administrative Services  
25 Beaver Street, Room 810  
New York, New York 10004  
Attention: Ms. Lorene Cicitta

Initial requests for travel expense transfers should be directed to Administrative Services in July 1999, for expenses incurred between April 1, 1999 and June 30, 1999.

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Request for Transfer of Official Committee / Commission Expense

Fiscal Year \_\_\_\_

For Quarter Ending \_\_\_\_\_

Traveler's Name	Official Committee / Commission Name
Traveler's District / Dept.	Traveler's Court / Agency
Traveler's Official Workstation Address	Office Phone

Date(s) of Event	Description of Event (e.g. Meeting, Seminar, Business Meal, Site Visit)

Expenses Originally Charged As Follows:

For OCA Administrative Services Use Only:

Cost Center	Accum	Yr	Object	Amount		
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
Total			\$			

Prepared By (please print/type)	Preparer's Signature	Date
Preparer's Phone:	Preparer's Fax:	

\* Attach copy of associated voucher(s) and mail to:

OCA Administrative Services  
25 Beaver Street, Room 810  
New York, NY 10004  
Attn: Ms. Lorene Cicitta

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1.050            Conferences, Training Seminars & Out-of-State Travel

1.050.1          Conferences, Seminars and Out-of-State Travel Generally

Travel to destinations outside New York State and travel to conferences, training seminars, conventions, and meetings of associations and organizations by State employees is to be restricted to that which is essential to the employee's regular work assignment. Such travel requires the advance approval of the appropriate administrative authority (i.e. the appropriate Deputy Chief Administrative Judge, the Clerk of the Court of Appeals, the Presiding Justice of the Appellate Division or, for OCA employees, the Deputy Chief Administrator for Management Support) if related costs are to be charged to any Judiciary appropriations. The approval of the Director of Education and Training is also required for all OCA-sponsored nonjudicial training programs.

Justifications submitted for consideration by administrative authorities for travel out-of-state or to attend conferences or seminars must include the following:

- a.      Name of association or organization which is sponsoring the event;
- b.      Location of the event;
- c.      Dates of the event;
- d.      Names and titles of employees requested to attend;
- e.      Reason for attendance;
- f.      Dates of departure and return;
- g.      Method of transportation;
- h.      Total cost estimate, for travel, meals, lodging, other;
- i.      Source of funding.

Authorizations granted by administrative authorities for the reimbursement of expenses associated with travel outside New York State or to attend conferences or seminars shall be consistent with the reimbursement policies and maximum rates as contained in Part VI / Chapter 1.070 of this manual.

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For purposes of internal control, the UCS organization or individuals sponsoring group meetings or conferences are responsible for specifically informing the fiscal/administrative offices in the jurisdiction of the respective participants as to any travel expenses (meals, lodging, etc.) which will be provided without cost to the participants (i.e., centrally paid by the host organization).

1.050.2 Reimbursement in Relation to Required Attendance at Non-UCS Sponsored Conferences and Seminars

On limited occasions, UCS judges and non-judicial personnel may be required to attend conferences or seminars which are sponsored by agencies or organizations outside the UCS. Such organizations may include judicial and non-judicial associations, bar groups, Executive Branch criminal justice agencies and others. In some such cases, UCS employees may have little or no control over the location of the conference, such that the cost of lodging at the conference site may exceed the maximum reimbursement rates as provided in part 1.070 of this chapter.

In such situations and when sufficiently justified, prior to attendance, the appropriate administrative authority (i.e. Deputy Chief Administrative Judges, the Clerk of the Court of Appeals, the Presiding Justice of the Appellate Division or, for OCA employees, the appropriate Assistant Deputy Chief Administrator or Office Director) may authorize lodging reimbursement which exceeds the established maximum rates. When evaluating such requests, administrative authorities should consider the following factors:

- C The availability of alternative lodging, within the allowable rates.
- C Other cost savings (i.e. transportation) associated with the participant lodging at the conference site, versus staying at an alternative lodging location.
- C Circumstances which require the participant to attend late evening or early morning conference functions.
- C The participant's role as an officer of the sponsor organization, or as a trainer, lecturer or functionary providing services essential to the success of the conference or seminar.

Expenses associated with attendance at a non-UCS sponsored conference or seminar must be fully documented as provided in part 1.060 of this chapter, including the submission of a

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conference agenda, brochure or other documentation which identifies the sponsor organization and the hotel at which the conference is to be held, details the opening and closing dates of the conference, the times of conference events, and any meals included with the lodging rate or registration fee. This documentation should be included with the participant's travel voucher when it is submitted for payment. Unreasonable or undocumented requests for reimbursement, particularly those which exceed established rates, are subject to adjustment or rejection at the appropriate UCS administrative office and by the State Comptroller's Office during pre-audit.

Conference participants should take full advantage of any complimentary transportation which may be provided by the hotel or the conference sponsor. Any automobile rental expenses must be approved in advance as provided in chapter 1.030.2 of this part.

All other travel reimbursement provisions of this part remain in force and effect.

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1.060 Travel Reimbursement

1.060.1 Travel Voucher (AC 132-A)

The Travel Voucher (form AC 132-A) and the Travel Voucher Detail Sheet (form AC 148) shall be used to submit all reimbursement claims for travel expenses incurred by employees during the performance of official duties. Consecutively numbered Travel Voucher Detail Sheets (AC 148) need only be completed if the items of expense are too numerous to be incorporated on the Travel Voucher (AC 132-A). As shown on the example which follows, the Travel Voucher must include:

- ① Originating Agency (e.g. Eighth District Administrative Judge's Office).
- ② Originating Agency Code (e.g. 05860).
- ③ Payee ID - Enter employee's social security number.
- ④ Payee Amount - Total reimbursement requested on this voucher.
- ⑤ MIR Date - Enter the date the employee's voucher was received by the administrative office responsible for payment.
- ⑥ Payee Name (Last) - Enter the employee's last name.
- ⑦ FI - Enter employee's first initial.
- ⑧ MI - Enter employee's middle initial.
- ⑨ IRS Code - If the voucher includes any taxable reimbursements (see section 1.060.6), enter "T", if not, leave blank.
- ⑩ IRS Amount - Enter the dollar amount of the taxable reimbursement, if any.

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- ⑪ To direct the travel reimbursement check to the employee's home, clearly print the appropriate street address, city and Zip Code. **To direct the check back to the agency, enter an "A" in the 'Route Code' field and leave the address blank.**
- ⑫ Ref/Inv. Date - Last date of travel reflected on voucher.
- ⑬ Purpose of Travel - Enter a brief and succinct explanation of the purpose of the travel.
- ⑭ Official Station - Enter the address of the employee's Official Station.
- ⑮ Destination - Enter the City and County in which travel expenses were incurred.
- ⑯ Residence - Enter the employee's home address ( if not entered in item 11).
- ⑰ Date and Time of Departure - Enter the date and time (hours and minutes) at which the employee left his/her home or official station.
- ⑱ Date and Time of Return - Enter the date and time (hours and minutes) at which the employee returned to his/her home or official station.
- ⑲ Negotiating Unit - Enter the employee's two (2) character negotiating unit code (e.g. 87- CSEA).
- ⑳ Indicate, by checking the appropriate boxes, if any of the following were used to fund any portion of the traveler's expenses: Travel Advance; Direct Bill; and/or American Express Corporate Card.
- ㉑ Lodging Expense - Enter the dates upon which lodging expenses were incurred and the total amount of any lodging expense incurred. Ee sure to attach the

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appropriate hotel/motel receipt. Use a Detail Sheet if multiple trips are included on a single voucher.

- ②② Transportation Expense - Indicate the primary mode of transport (i.e. personal car, train, etc.) and enter the total expense claimed. Use a Detail Sheet if multiple trips are included on a single voucher.
- ②③ Meals Expense - Indicate the number of breakfasts and dinners to be reimbursed and indicate the applicable rate for each. Enter the total amount claimed. Use a Detail Sheet if multiple trips are included on a single voucher.
- ②④ Mileage Expense - Transfer any mileage reimbursement calculations from the AC 160 - Statement of Automobile Travel.
- ②⑤ Incidental Expense - List reimbursable expenses for taxi, subways, tolls, etc. Enter the total amount claimed. Use a Detail Sheet if necessary.
- ②⑥ Total Travel Expenses - Enter the sum of the amounts entered in items 21 through 25.
- ②⑦ Summary - Carry forward the total expenses claimed as entered in item 26.
- ②⑧ Amex Charges - Enter the total amount of any expenses charged to your American Express Corporate Card.
- ②⑨ Direct Bill - Enter the total amount of any other expenses billed directly to your agency.
- ③⑩ Travel Advance - Not applicable. Travel advances are issued for inter-district judicial assignments only.
- ③① Other Adjustments - Specify and enter the amount of any other adjustments (e.g. Established lodging maximum is \$100. Lodging accommodations cost \$120 and

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were charged to the traveler's American Express Corporate Card. Accordingly, enter -\$20.00 in the 'Other Adjustments' box).

- ③② Total Amount to Be Reimbursed to Traveler - Subtract/add any amounts entered in items 28 through 31 from the total expenses claimed in item 27. Enter the result. This is the total amount to be reimbursed to you. **If the net result is a negative amount, attach your personal check for the amount owed payable to the "NYS Unified Court System".**
  
- ③③ Payee's Certification - In this section, the employee must enter his/her signature, title and the date the voucher is signed.
  
- ③④ Supervisor's Certification - The employee's supervisor must enter his/her signature. **The supervisor's signature constitutes certification that the travel expenses referenced in the voucher are proper and necessary, that the travel was authorized in advance and that any meal expense reimbursements are consistent with the employee's work schedule and the provisions of Part VI / Chapter 1.040.4 of the Financial Planning & Control Manual.**

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AC 132-A (REV.12/98)

**STATE OF NEW YORK TRAVEL VOUCHER**

Voucher No.

Originating Agency ①				Agency Code ②		Interest Eligible (Y/N) N					
Payment Date (MM) (DD) (YY)			OSC Use Only				Liability Date MM/DD/YY / /				
Payee ID ③		Additional		Zip Code		Route		Payee Amount ④		MIR Date MM/DD/YY ⑤ / /	
Payee Name (Last) ⑥		S P A C E FI ⑦	S P A C E MI ⑧	Suffix		IRS Code ⑨	IRS Amount ⑩				
Address ⑪					Stat. Type	Statistic	Indicator Dept.		Ind Statewide		
Address					Ref/Inv. No. (14 additional spaces) <b>TRAVEL</b>						
City		State		Zip		Rev./Inv. Date MM/DD/YY ⑫ / /					
Purpose of Travel: ⑬					Official Station		⑭				
Destination (including county) ⑮					Residence ⑯						
Departure Date And Time ⑰		Return Date And Time ⑱		Neg Unit ⑲	Travel ⑲ Yes	Paid By ⑲ Yes	Direct Bill ⑲ No	Corporate ⑲ Yes	Card Used ⑲ No		
1) Indicate All Travel Expenses – Use detail sheet if necessary					Totals ⑳		2) Summary		Amount ㉓		
Lodging							A. Total Travel Expenses		㉔		
Transportation					㉕		B. Subtract Amount Billed Directly to Agency (Amex)		㉖		
							Other Direct Bill to Agency (Specify)		㉗		
Meals					㉘		C. Subtract Amount Paid With Travel Advance		㉙		
Mileage @ ¢ per mile =					㉚		D. Other Adjustments (Specify)		㉛		
Incidental Expenses (List)					㉜						
Total Travel Expenses - Enter in Section 2 Line A					㉝		Total Amount To Be Reimbursed to Traveler		㉞		
<p style="text-align: center;"><b>Payee's Certification</b></p> <p>I hereby certify that the above account and schedules annexed are just, true and correct, that no part thereof has been paid, except as stated therein, and that the balance therein stated is actually due and owing, and that the amounts claimed were necessary and incurred in the performance of my official duties.</p> <p style="text-align: center;">_____ Signature Title Date ㉟</p>					<p style="text-align: center;"><b>State Comptroller's Pre-Audit Certified For Payment By:</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>Agency Finance Office Use</b></p> <p>I certify that this claim is correct and just, and that this payment is approved</p> <p style="text-align: center;">Authorized Signature _____ Title Date _____</p>						
<p style="text-align: center;"><b>Supervisor's Certification</b></p> <p>I, the claimant's supervisor, certify that this account has been examined and to the best of my knowledge and belief, the amounts claimed therein were necessary for the performance of the claimant's authorized official duties.</p> <p style="text-align: center;">_____ Signature of Supervisor Title Date ㊱</p>											
<b>Expenditure</b>					<b>Liquidation</b>						
Cost Center Code				Object		Accum		Amount			
Dept.	Cost Center	Var.	Yr			Dept.	Statewide				
								Orig. Agency	PO/Contract	Line	F/P

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1.060.2      Supporting Documentation

Consecutively numbered sub-vouchers, detail sheets and receipts must be attached to and referenced on the Travel Voucher. Supporting documentation should include any or all of the following, as applicable:

a.      Forms

1.      Statement of Automobile Travel - Personal Car Mileage (AC 160)

To be completed if the means of travel included transport by personally-owned vehicle. (Sample follows.)

AC 160 (Rev. 4/82)

**STATE OF NEW YORK**  
**STATEMENT OF AUTOMOBILE TRAVEL**  
 (Submit with travel expense voucher)

.....  
 (Department, Commission or Other Agency)

.....  
 Subvoucher No.

.....  
 Sheet No.

PAYEE .....

DATE	Between What Points		Meals Only*	Hour of Departure		Hour of Arrival		Miles Traveled
	From	To		A.M.	P.M.	A.M.	P.M.	
Total Miles								

\*Enter Meals not included in per diem: B for breakfast, D for Dinner

I hereby certify that the travel indicated was necessary and on official business of the State.

\_\_\_\_\_  
 Signature of Traveler

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2. Travel Voucher - Detail Sheet (AC 148)

For itemizing travel expenses. If a UCS Travel Card was used, be sure to reference the card number. **Important: In order to allow for the proper calculation of taxable travel reimbursements, if any, the AC 148 should be used to itemize travel expenses by date and place incurred, as indicated on the sample which follows:**

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AC 148 (REV 3/80)

**STATE OF NEW YORK - TRAVEL VOUCHER  
DETAIL SHEET**

SEE INSTRUCTIONS ON TRAVEL VOUCHER AC 132

Voucher No.

**T**

State Agency:

SAMPLE COURT

Sheet No.

1 of 1

Payee Name:

JOHN SMITH

Date Prepared

4/27/99

USE THIS FORM ONLY WHEN ADDITIONAL SPACE IS REQUIRED TO SUBMIT ALL NECESSARY INFORMATION

DATE	TIME		DESTINATION, PURPOSE, ITEM OF EXPENDITURE, ETC.	AMOUNT
	DEPARTURE:	ARRIVAL		
4/1/94	6:00AM	10:30AM	NYC TO ALBANY VIA AMTRAK (*OVERNIGHT STAY)	
			(SUBWAY TOKEN)	1.50
			AMTRAK (ROUND TRIP) - <b>CHARGED TO</b>	
			<b>AMEX TRAVEL CARD 1023748 \$68.00</b>	- 0 -
			(1) BREAKFAST	8.00
			(1) DINNER	30.00
			LODGING - <b>CHARGED TO AMEX TRAVEL</b>	
			<b>CARD 1023748, \$208.00</b>	- 0 -
4/2/94	3:45PM	6:40PM	ALBANY TO NYC VIA AMTRAK	- 0 -
			(1) BREAKFAST	8.00
			(1) SUBWAY TOKEN	1.50
			<b>LESS: LODGING OVERAGE CHARGED</b>	
			<b>TO TRAVEL CARD</b>	<b>(10.00)</b>
			SUB-TOTAL	39.00
4/15/94	8:30AM	9:45AM	NYC TO WHITE PLAINS VIA PERS CAR	
			(*DAY TRIP)	
			MILEAGE - FROM AC160 - 28 MILES x \$.325	9.10
			BRIDGE TOLL (RECEIPT LOST)	2.50
4/15/94	4:15PM	6:15PM	WHITE PLAINS TO NYC VIA PERS CAR	
			MILEAGE - FROM AC160 - 28 MILES x .325	9.10
			BRIDGE TOLL (RECEIPT ATTACHED)	2.50
			SUB-TOTAL	23.20
			TOTAL VOUCHER	62.20

ANY AMOUNTS ON THIS SHEET MUST BE SUMMARIZED IN PERTINENT AREAS ON AC 132

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b. Receipts and Other Documentation

Generally, travelers should request receipts where practical and available and should submit all such receipts with their travel vouchers.

1. The original lodging receipt is required whenever reimbursement for lodging is requested, including when a UCS Travel Card or Lodging Request is used.
2. If lodging is shared with another employee, the name of the other employee(s) must appear on the Travel Voucher (AC-132) and each employee may only claim reimbursement of their proportionate share of the actual lodging expense.
3. If lodging is shared with a non-employee (i.e., spouse) the Travel Voucher must document that the reimbursement rate claimed is no greater than the single occupancy rate.
4. Submit all toll receipts where practical and available.
5. When vehicles are rented (with appropriate administrative approvals), the paid invoice must be submitted with the Travel Voucher, including rentals charged to a UCS Travel Card. The invoice must include justification for the rental, type or vehicle rented (make/model), miles traveled, vehicle license plate number, and times of pick-up and return.
6. All requests for reimbursement of parking expenses (except metered parking, which must be justified) must be supported by receipts.
7. Gasoline and/or service reimbursements must be supported by receipts which include license plate number, gallons purchased, and/or description of services provided.

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8. The use of taxi cabs in favor of public transportation must be justified. Except as provided in Part IV/Chapter 1.070 of this Manual (i.e., taxi allowances between an employee's residence and common carrier terminals), all taxi fare reimbursements should be supported by receipts.
  
9. The original ticket stub or seat check if travel was by common carrier (i.e. bus, train, plane, etc.), including when a UCS Travel Card is used.

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1.060.3      Submission of Vouchers

Travelers who are not in recurring travel status should submit their vouchers as soon as practical, but no longer than thirty (30) days following completion of the trip. Employees in travel status on a regular basis should submit their vouchers monthly.

If Lodging or Transportation Requests are used (through 12/31/98 only), vouchers should be submitted semi-monthly as vendors will not be reimbursed until the memorandum copies of Lodging Requests are received by the appropriate district office.

**It is very important for UCS Travel Card users to submit their vouchers promptly in order for all charges to be reconciled, even if no other out-of-pocket expenses were incurred. Failure to do so may result in the suspension of the card.** Individual cardholders will not receive a separate bill from American Express.

**All vouchers for travel reimbursement must be submitted for payment prior to the expiration of the fiscal year during which the travel occurred** (i.e. prior to the September 1 following the fiscal year during which travel occurred).

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1.060.4 Classification of Travel-Related Expenditures - District/Administrative Offices

District/administrative offices responsibilities relative to the processing of Travel Vouchers include the implementation of controls designed to ensure that travel-related expenditures are properly classified via the assignment of an appropriate object of expenditure. The accurate classification of expenditures is essential in that such data is used for resource management and many other purposes. UCS vouchers for the reimbursement of business-related employee and non-employee for travel expenses should reflect the following expenditure sub-object classifications:

Expenditure Sub-Object	Description
54110	Public Transportation - Air Fares
54120	Public Transportation - Train Fares (Does not include subway fares)
54202	Public Transportation - All Other
54302	Meals
54304	Lodging
54600	All State Car Expenses
54750	Car Rental Expenses (Short term - 10 consecutive days or less)
54755	Car Lease Expenses (Long term - over 10 consecutive days)
54802	Personal Car Mileage
54902	Travel - All Other

All vouchers containing any charges to travel expenditure objects must be batched using travel batch types 'VTR' or 'KTV', even if a Standard Voucher (AC92) is being used to process a non-employee travel reimbursement, or if the voucher includes other charges to expenditure objects which are not travel-related (e.g. JHO payments which include reimbursement for out-of-pocket travel expenses).

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1.060.5 Expenses in Excess of Maximum Allowable Rates

Requests for reimbursement in excess of maximum allowable rates will only be considered in the following instances:

- a. Where a meeting, seminar or other large gathering of employees is to be held at a single location and it is adequately demonstrated that the per diem rate is inadequate. Expenses exceeding established rates and associated with OCA-sponsored training programs must be approved in advance by the Director of Education and Training, as well as the Assistant Deputy Chief Administrator for Financial Management.
- b. When traveling out-of-state to high cost areas and it can be adequately demonstrated that the per diem rate is inadequate.
- c. When accommodations are not available at the allowable rate.

Requests for reimbursement in excess of maximum rates require the advance approval of the appropriate administrative authority (i.e., Clerk of the Court of Appeals, Appellate Division Clerk, District Administrative Judge or, for OCA employees, the appropriate Assistant Deputy Chief Administrator or Office Director) and the Assistant Deputy Chief Administrator for Financial Management.

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#### 1.060.6 Travel Reimbursements Exceeding Federal Rates

The IRS has determined that per diem travel reimbursements to government employees (including all judges and nonjudicial personnel) which exceed the rates allowed by the Federal Government must be reported for income tax purposes. "Excess amount" is defined as that portion of the reimbursement that is both greater than the applicable Federal rate and is not supported by receipts. Further, the IRS has determined that any meal expense reimbursements which meet this criteria and which are received as a result of a non-overnight business trip must also be reported for income tax purposes.

Effective April 1, 1994, the Judiciary's meal and mileage rates were equalized at the Federal (IRS) rate to minimize the tax implications of travel reimbursements received by UCS employees. Given this change and the fact that receipts have always been required for lodging reimbursements, it is only the meal component of non-overnight travel reimbursements that must currently be reported for tax purposes. Accordingly, all meal reimbursements that are associated with "non-overnight" (day) trips, are subject to withholding of income and social security taxes.

For audit purposes, travelers are responsible for preparing vouchers such that reimbursement requests can be readily identified as applying to a particular date, day or overnight trip, and the city or town in which the meal expense was incurred.

#### District/Administrative Office Procedures

District/administrative offices responsible for the processing of Travel Vouchers are responsible for the following:

1. Upon review of the employee's Travel Voucher, identify that portion of any reimbursements which must be reported for tax purposes.
2. Vouchers containing excess travel reimbursements should be identified by placing a "T" in the 'IRS Code' block of the Travel Voucher (AC 132) and the dollar amount of the taxable reimbursement in the 'IRS Amount' block.

\*Note: When processing vouchers for reimbursement of Judicial Expenses (JC-2007) which reflect both the use of a judicial travel advance and a taxable

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travel reimbursement, the travel advance portion of the reimbursement voucher must reflect blank 'IRS Code' and 'IRS Amount' fields.

3. District/administrative offices are responsible for ensuring that correct payee ID's (employee's social security numbers) are entered on all Travel Vouchers. When entering vouchers containing taxable reimbursements into the Central Accounting System, the employee's 'Last Name' and the 'Payee ID' entered will be compared against OSC payroll files. If an exact match is not found, the voucher cannot be processed.
4. Batches containing taxable reimbursements must currently be assigned batch types VRT (reimburse travel advance), VTR (travel payments), or KTV (Quick Pay Travel).
5. Taxable reimbursements entered into the Central Accounting System by district/administrative staff will be automatically transferred to the OSC payroll system on a monthly basis. The taxable amount will be added to the employee's bi-weekly gross salary amount, prior to the calculation of federal, state and social security/Medicare taxes.
6. The monthly VOU 93 report received from OSC must be verified to ensure the proper entry and recording of taxable reimbursement amounts. (A sample VOU 93 follows.) IRS penalties may be levied for inaccurate or incomplete reporting of taxable reimbursements.





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1.060.7 Travel Reimbursement - Job Applicants

Reimbursement will be authorized for travel expenses incurred by persons called for interviews for appointment to positions in the Unified Court System for which there exists a shortage of qualified candidates, or which have otherwise been determined to be difficult to fill. Such travel must exceed 50 miles and reimbursement be limited to a maximum of \$500. Positions for which there are a shortage of qualified candidates, or positions which, for other reasons, have been determined to be difficult to fill, will be determined by the appropriate administrative authority.

The person conducting the interview should request, in writing and in advance of the interview, reimbursement for travel expenses to be incurred by the candidate in connection with his or her attendance at the interview. This request should be directed, as appropriate, to the Clerk of the Court of Appeals, the Clerk of the Appellate Division, or to the appropriate Deputy Chief Administrative Judge. The following information should be included in the request:

- 1) Candidate's name.
- 2) The place from which the candidate must travel.
- 3) The date recruitment began.
- 4) The recruitment sources used, i.e., posting, advertisements in newspapers, magazines, periodicals, etc.); EEO sources, college placement services, professional organizations, etc.
- 5) The number of applicants, the number qualified and the number interviewed.
- 6) The number of offers of employment extended and, if appropriate, the reasons for rejection.
- 7) An evaluation of why the position is deemed to be difficult to fill.
- 8) An explanation of how the subject job applicant had been identified.
- 9) The approximate travel expense to be incurred.

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#### 1.060.8 Direct Mailing of Travel Reimbursement Checks to a Personal Residence

As a convenience to the judges and nonjudicial personnel of the UCS, travel reimbursement checks may, *at the specific option and selection of the traveler*, be mailed directly to the traveler's personal residence by the Department of Taxation & Finance. This initiative was intended to streamline the distribution of travel reimbursement checks.

##### Traveler's Responsibilities

Judges and nonjudicial personnel who wish to have their travel reimbursement checks mailed directly to their **home address** may so indicate by doing the following:

1. Clearly mark an 'X' through the preprinted 'A' which appears in the 'Route' field on their travel voucher (see attached sample AC 132 and JC 2007 forms). The AC 132-A (revised 12/98) includes no preprinted 'A').
2. Provide a clearly printed address and Zip Code, to which the reimbursement check is to be mailed. Illegible entries or the failure to provide an appropriate Zip Code will require that the check be routed through the appropriate finance office.

For purposes of internal control, travel checks may not be mailed to the traveler's UCS or other business address. Traveler's mailing options are limited to: 1) 'A' routing checks back to the appropriate UCS finance office for subsequent distribution; or 2) Mailing the check directly to a home address.

##### UCS Finance Office Responsibilities

District/administrative staff responsible for the data entry of Quick Pay travel vouchers into the OSC Central Accounting System (CAS) must remember to delete the pre-entered 'A' from the 'Route' code field when processing travel reimbursements to travelers who have elected to have their checks mailed to their personal residence. *Failure to do so will automatically route the check to the agency finance office upon payment.*

As with all vendor payments, care must be taken when entering addresses and Zip Codes into the CAS. Also, daily warrants (VOU065) must be verified against the voucher register to ensure that the correct payee and amount was paid. The check number and date should be noted on the finance office file copy of the voucher and/or in the voucher register.

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1.070.1      PER DIEM TRAVEL EXPENSE REIMBURSEMENT RATES (MAXIMUMS)  
FOR ALL NONJUDICIAL EMPLOYEES

CITY	COUNTY	LODGING		BREAKFAST		DINNER	
		Prior to 10/1/11	EFFEC 10/1/11*	Prior to 10/1/11	EFFEC 10/1/11	Prior to 10/1/11	EFFEC 10/1/11
Albany	Albany	\$104.00	<b>\$104.00</b>	\$12.00	<b>\$12.00</b>	\$49.00	<b>\$49.00</b>
Binghamton	Broome	\$91.00	<b>\$92.00</b>	\$9.00	<b>\$9.00</b>	\$37.00	<b>\$37.00</b>
Buffalo	Erie	\$99.00	<b>\$100.00</b>	\$11.00	<b>\$11.00</b>	\$45.00	<b>\$45.00</b>
Glens Falls	Warren	\$98.00	<b>\$98.00</b>	\$13.00	<b>\$13.00</b>	\$53.00	<b>\$53.00</b>
Great Neck	Nassau	\$143.00	<b>\$143.00</b>	\$13.00	<b>\$13.00</b>	\$53.00	<b>\$53.00</b>
Ithaca	Tompkins	\$117.00	<b>\$118.00</b>	\$9.00	<b>\$9.00</b>	\$37.00	<b>\$37.00</b>
Kingston	Ulster	\$103.00	<b>\$105.00</b>	\$13.00	<b>\$13.00</b>	\$53.00	<b>\$53.00</b>
Lake Placid	Essex	\$124.00	<b>\$124.00</b>	\$12.00	<b>\$12.00</b>	\$49.00	<b>\$49.00</b>
New York City	Bronx, Kings, Queens, New York and Staten Island	\$299.00	<b>\$299.00</b>	\$14.00	<b>\$14.00</b>	\$57.00	<b>\$57.00</b>
Niagara Falls	Niagara	\$79.00	<b>\$79.00</b>	\$10.00	<b>\$10.00</b>	\$41.00	<b>\$41.00</b>
Palisades/ Nyack	Rockland	\$103.00	<b>\$105.00</b>	\$12.00	<b>\$12.00</b>	\$49.00	<b>\$49.00</b>
Poughkeepsie	Dutchess	\$95.00	<b>\$99.00</b>	\$13.00	<b>\$13.00</b>	\$53.00	<b>\$53.00</b>
Rochester	Monroe	\$102.00	<b>\$102.00</b>	\$10.00	<b>\$10.00</b>	\$41.00	<b>\$41.00</b>
Saratoga Springs	Saratoga	\$106.00	<b>\$106.00</b>	\$11.00	<b>\$11.00</b>	\$45.00	<b>\$45.00</b>
Schenectady	Schenectady	\$106.00	<b>\$106.00</b>	\$11.00	<b>\$11.00</b>	\$45.00	<b>\$45.00</b>
Suffolk County	Suffolk County	\$143.00	<b>\$143.00</b>	\$14.00	<b>\$14.00</b>	\$57.00	<b>\$57.00</b>
Syracuse	Onondaga	\$97.00	<b>\$97.00</b>	\$11.00	<b>\$11.00</b>	\$45.00	<b>\$45.00</b>
Troy	Rensselaer	\$94.00	<b>\$96.00</b>	\$10.00	<b>\$10.00</b>	\$41.00	<b>\$41.00</b>

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1.070.1      PER DIEM TRAVEL EXPENSE REIMBURSEMENT RATES (MAXIMUMS)  
FOR ALL NONJUDICIAL EMPLOYEES

<u>CITY</u>	<u>COUNTY</u>	<u>LODGING</u>		<u>BREAKFAST</u>		<u>DINNER</u>	
		Prior to 10/1/11	<b>EFFEC 10/1/11*</b>	Prior to 10/1/11	<b>EFFEC 10/1/11</b>	Prior to 10/1/11	<b>EFFEC 10/1/11</b>
West Point	Orange	\$109.00	<b>\$109.00</b>	\$10.00	<b>\$10.00</b>	\$41.00	<b>\$41.00</b>
White Plains	Westchester	\$142.00	<b>\$142.00</b>	\$14.00	<b>\$14.00</b>	\$57.00	<b>\$57.00</b>
New York State Counties Not Listed Above		\$80.00	<b>\$80.00</b>	\$9.00	<b>\$9.00</b>	\$37.00	<b>\$37.00</b>

\* For out-of-state and foreign per diem travel reimbursement rates, please consult the U.S. General Service Administration (GSA) Website.  
URL: <http://www.gsa.gov/portal/category/21287>

**Meal Allowances**

The per diem meal allowances for breakfast and dinner are allocated as follows:

<b><u>Meal Allowance</u></b>	<b><u>Breakfast</u></b>	<b><u>Dinner</u></b>
\$46	\$9	\$37
\$51	\$10	\$41
\$56	\$11	\$45
\$61	\$12	\$49
\$66	\$13	\$53
\$71	\$14	\$57

1.070.2 MILEAGE REIMBURSEMENT RATES FOR ALL NONJUDICIAL EMPLOYEES

**Effective July 1, 2011:**

**\$.555 Per Mile**

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1.070.3 TAXI FARE ALLOWANCE

Employees may be reimbursed for actual costs incurred for receipted taxi or common carrier expenses between their residence or official station and a transportation terminal. However, taxicab or common carrier expense reimbursement will not be permitted when regularly established subway, bus or train transportation is available unless fully justified. Justification for the use of a taxicab or car service may consider, among other issues, the relative accessibility and economy of utilizing public transportation, and/or the relationship between the traveler's itinerary and public transportation's arrival/departure schedules. Absent the required justification, taxicab or common carrier expense reimbursement will be limited to the cost of the least expensive public transportation available to and from the common carrier terminal.

1.070.4 OTHER TRAVEL EXPENSES

Travel reimbursement for mileage and receipted tolls will be allowed for travel between an employee's residence or official station and a common carrier terminal. In addition to this round-trip reimbursement for mileage and tolls, travelers may also be reimbursed for receipted parking expenses incurred at a common carrier terminal. However, parking expenses must be considered in determining the most economical mode of transportation. Reimbursement for total mileage, tolls and parking expenses incurred when traveling to or from a common carrier terminal will not be permitted unless fully justified as the most economical mode of transportation. Justification for the use of a personal car may consider, among other issues, the relative accessibility and economy of utilizing public transportation, and/or the relationship between the traveler's itinerary and public transportation arrival/departure schedules. Absent the required justification, reimbursement will be limited to the cost of the least expensive public transportation available to and from the common carrier terminal.

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2.010 Introduction

The rules for the reimbursement of traveling expenses in connection with performance of judicial duties are determined pursuant to subchapter C, Part 102 of the Rules of the Chief Administrator of the Courts. Please refer to these rules for all judicial travel reimbursement policies.

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2.020 Travel Reimbursement Procedures

2.020.1 Voucher For Reimbursement of Judicial Expenses (JC-2007)

The voucher for Reimbursement of Judicial Expenses (form JC-2007) is designed specifically for the processing of claims for expenses incurred during the performance of judicial duties. In addition, consecutively numbered Travel Voucher Detail Sheets (AC 148) should be attached if the items of expense are too numerous to be incorporated on the JC-2007 form. Expenses must be itemized by date and destination (City and County) so as to allow for the proper calculation of any taxable reimbursements (See Part VI, Chapter 1.060). As shown on the example which follows, the Voucher For Reimbursement Of Judicial Expenses must include:

- ① Originating Agency - (e.g. Eighth District Administrative Judge's Office).
- ② Originating Agency Code - (e.g. 05860).
- ③ Payee ID - Enter judge/justice's social security number.
- ④ Payee Amount - Total reimbursement requested on this voucher.
- ⑤ MIR Date - Date the voucher was received by the administrative office.
- ⑥ Payee Name (Last) - Enter the judge/justice's last name.
- ⑦ FI - Enter judge/justice's first initial.
- ⑧ MI - Enter judge/justice's middle initial.
- ⑨ IRS Code - Enter "T" if voucher includes any taxable reimbursements (see section 1.060.6). Leave blank if voucher includes no taxable reimbursements.

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- ⑩ IRS Amount - Enter the dollar value of any taxable reimbursements.
- ⑪ Address - Enter judge/justice's home address to have the reimbursement check mailed to his/her home. To route the check to the agency, leave the address blank and enter an "A" in the 'Route' box.
- ⑫ Ref./Inv. Date - Enter last date of travel reflected on voucher.
- ⑬ Enter the court to which the judge/justice was elected or appointed.
- ⑭ Enter the county in which chambers are provided.
- ⑮ Indicate the applicable term, county, assignment and length of assignment during which expenses were incurred.
- ⑯ Indicate, by checking the appropriate boxes, if any of the following were used to fund any portion of the traveler's expenses: Travel Advance; Direct Bill; and/or American Express Corporate Card.
- ⑰ Lodging Expense - Enter the dates upon which lodging expenses were incurred and the total amount of any lodging expense incurred. Be sure to attach the appropriate hotel/motel receipt(s). Use a Detail Sheet as necessary to properly itemize expenses.
- ⑱ Transportation Expense - Indicate the primary mode of transport (i.e. personal car, train, etc.) and enter the total expense claimed. Use a Detail Sheet as necessary to properly itemize expenses.
- ⑲ Meals Expense - Indicate the number of breakfasts and dinners to be reimbursed and the applicable rate for each. Enter the total amount claimed. Use a Detail Sheet as necessary to properly itemize expenses.
- ⑳ Mileage Expense - Transfer any mileage reimbursement calculations from the

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AC 160 - Statement of Automobile Travel.

- ⑳ Incidental Expense - List reimbursable expenses for taxis, subways, tolls, etc. Enter the total amount claimed. Use a Detail Sheet as necessary.
- ㉑ Total Travel Expenses - Enter the sum of the amounts included in items 17 through 21.
- ㉒ Summary - Carry forward the total expenses claimed as entered in item 22.
- ㉓ Amex Charges - Enter the total amount of any expenses claimed that were charged to your American Express Corporate Card.
- ㉔ Direct Bill - Enter the total amount of any expenses that will be billed directly to your agency.
- ㉕ Travel Advance - Enter the total amount of any expenses that were paid via a travel advance (inter-district assignments only).
- ㉖ Other Adjustments - Specify and enter the amount of any other adjustments (e.g. Established lodging maximum is \$100. Lodging accommodations claimed in item 17 totaled \$120 per diem and were charged to the traveler's Corporate Card. Enter -\$20.00 in the 'Other Adjustments' box).
- ㉗ Total Amount To Be Reimbursed to Traveler - Subtract/add any amounts entered in items 24 through 27 from the total expenses claimed in item 23. Enter the result. This is the amount to be reimbursed to you. If the net result is a negative amount, attach your personal check for the amount owed payable to the "NYS Unified Court System".
- ㉘ Signature and certification of judge/justice is required.

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Please refer to the Travel Rules For nonjudicial Employees (Section 1.060) for instructions on the supporting documentation which must be submitted with the Voucher For Reimbursement Of Judicial Expenses. Original copies of receipts or other evidence of overnight stay, travel by coach air or train, car rental, apartment rental, long term lodging and incidentals such as parking and tolls should be attached to the voucher.

Vouchers should be submitted no later than 30 days after the completion of the trip or term of assignment, particularly those which include charges to an American Express Corporate Card. **It is very important for UCS Corporate Card users to submit their vouchers promptly in order for all charges to be reconciled, even if no other out-of-pocket expenses were incurred. Failure to do so may result in the suspension of the card.** Individual cardholders will not receive a separate bill from American Express. Please note that In the case of extended assignment, vouchers should be submitted semi-monthly.

Completed vouchers should be submitted to the appropriate district/administrative office.



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## 2.020.2 Travel Reimbursement Procedures - Temporary Judicial Assignments

Procedures have been devised for the reimbursement of travel expenses incurred by judges serving in temporary assignments outside of the district in which they are provided with home chambers. In the case of such assignments, the following procedures are applicable:

### Issuance of LR's and TR's

Lodging and Transportation Requests issued prior to January 1, 1999 to judges who are going on temporary assignments shall be issued by the district/administrative office for the jurisdiction in which the judge is provided with permanent chambers (i.e. the judge's home district). After December 31, 1998, the UCS Travel Card should be used to reduce out-of-pocket travel expenses. Please refer to Part VI / Chapter 1.040.9 of the Financial Planning & Control Manual for further information on the UCS Travel Card Program.

### Processing of Travel Vouchers

Upon return from a temporary assignment outside of their home district, judges should be instructed to submit their travel vouchers to the district/administrative office for the jurisdiction in which the judge is provided with permanent chambers. Such vouchers are to be processed by and, in the first instance, charged to, the judge's home district.

### Transfer of Judicial Travel Expenses

Upon notice from the district/administrative offices, the Division of Financial Management will transfer the appropriate travel expenses to the jurisdiction in which judges temporarily served. Such notification will be accomplished by supplying OBF with copies of the appropriate travel vouchers. Such vouchers must clearly indicate the court part to which the judge was temporarily assigned and the dates during which the assignment occurred, as well as the objects, cost centers and amounts charged. Copies of the appropriate travel vouchers, along with an explanatory cover letter, must be submitted to the Division of Financial Management for the preparation of Journal Vouchers. Once processed, copies of the executed Journal Vouchers will be forwarded to the agencies affected.

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Travel Advances

Petty Cash Accounts maintained by some District Administrative Judge's Offices (outside of New York City) have been designated as consolidated advance accounts. Where established, accounts so designated may be used only for: 1) travel advances not to exceed \$400 to upstate judges serving temporary assignments outside the county in which they are provided chambers; and 2) for emergency situations where it is essential that a manual check be issued immediately. The OSC Quick Pay system should be used for the issuance of payments requiring rapid turnaround whenever possible. See Part IV / Chapter 4.050 for advance account reimbursement procedures.

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2.030 PER DIEM TRAVEL REIMBURSEMENT RATES (MAXIMUMS)

CITY	COUNTY	LODGING		BREAKFAST		DINNER	
		Prior to 10/1/11	EFFEC 10/1/11*	Prior to 10/1/11	EFFEC 10/1/11	Prior to 10/1/11	EFFEC 10/1/11
Albany	Albany	\$104.00	<b>\$104.00</b>	\$12.00	<b>\$12.00</b>	\$49.00	<b>\$49.00</b>
Binghamton	Broome	\$91.00	<b>\$92.00</b>	\$9.00	<b>\$9.00</b>	\$37.00	<b>\$37.00</b>
Buffalo	Erie	\$99.00	<b>\$100.00</b>	\$11.00	<b>\$11.00</b>	\$45.00	<b>\$45.00</b>
Glens Falls	Warren	\$98.00	<b>\$98.00</b>	\$13.00	<b>\$13.00</b>	\$53.00	<b>\$53.00</b>
Great Neck	Nassau	\$143.00	<b>\$143.00</b>	\$13.00	<b>\$13.00</b>	\$53.00	<b>\$53.00</b>
Ithaca	Tompkins	\$117.00	<b>\$118.00</b>	\$9.00	<b>\$9.00</b>	\$37.00	<b>\$37.00</b>
Kingston	Ulster	\$103.00	<b>\$105.00</b>	\$13.00	<b>\$13.00</b>	\$53.00	<b>\$53.00</b>
Lake Placid	Essex	\$124.00	<b>\$124.00</b>	\$12.00	<b>\$12.00</b>	\$49.00	<b>\$49.00</b>
New York City	Bronx, Kings, Queens, New York and Staten Island	\$299.00	<b>\$299.00</b>	\$14.00	<b>\$14.00</b>	\$57.00	<b>\$57.00</b>
Niagara Falls	Niagara	\$79.00	<b>\$79.00</b>	\$10.00	<b>\$10.00</b>	\$41.00	<b>\$41.00</b>
Palisades/ Nyack	Rockland	\$103.00	<b>\$105.00</b>	\$12.00	<b>\$12.00</b>	\$49.00	<b>\$49.00</b>
Poughkeepsie	Dutchess	\$95.00	<b>\$99.00</b>	\$13.00	<b>\$13.00</b>	\$53.00	<b>\$53.00</b>
Rochester	Monroe	\$102.00	<b>\$102.00</b>	\$10.00	<b>\$10.00</b>	\$41.00	<b>\$41.00</b>
Saratoga Springs	Saratoga	\$106.00	<b>\$106.00</b>	\$11.00	<b>\$11.00</b>	\$45.00	<b>\$45.00</b>
Schenectady	Schenectady	\$106.00	<b>\$106.00</b>	\$11.00	<b>\$11.00</b>	\$45.00	<b>\$45.00</b>
Suffolk County	Suffolk County	\$143.00	<b>\$143.00</b>	\$14.00	<b>\$14.00</b>	\$57.00	<b>\$57.00</b>
Syracuse	Onondaga	\$97.00	<b>\$97.00</b>	\$11.00	<b>\$11.00</b>	\$45.00	<b>\$45.00</b>
Troy	Rensselaer	\$94.00	<b>\$96.00</b>	\$10.00	<b>\$10.00</b>	\$41.00	<b>\$41.00</b>
West Point	Orange	\$109.00	<b>\$109.00</b>	\$10.00	<b>\$10.00</b>	\$41.00	<b>\$41.00</b>

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2.030 PER DIEM TRAVEL REIMBURSEMENT RATES (MAXIMUMS)

<u>CITY</u>	<u>COUNTY</u>	<u>LODGING</u>		<u>BREAKFAST</u>		<u>DINNER</u>	
		Prior to 10/1/11	<b>EFFEC 10/1/11*</b>	Prior to 10/1/11	<b>EFFEC 10/1/11</b>	Prior to 10/1/11	<b>EFFEC 10/1/11</b>
White Plains	Westchester	\$142.00	<b>\$142.00</b>	\$14.00	<b>\$14.00</b>	\$57.00	<b>\$57.00</b>
New York State Counties Not Listed Above		\$80.00	<b>\$80.00</b>	\$9.00	<b>\$9.00</b>	\$37.00	<b>\$37.00</b>

\* For out-of-state and foreign per diem travel reimbursement rates, please consult the U.S. General Service Administration (GSA) Website.  
URL: <http://www.gsa.gov/portal/category/21287>

**Meal Allowances**

The per diem meal allowances for breakfast and dinner are allocated as follows:

<b>Meal Allowance</b>	<b>Breakfast</b>	<b>Dinner</b>
\$46	\$9	\$37
\$51	\$10	\$41
\$56	\$11	\$45
\$61	\$12	\$49
\$66	\$13	\$53
\$71	\$14	\$57

MILEAGE REIMBURSEMENT RATE (STATEWIDE)

**Effective July 1, 2011:**

**\$.555 Per Mile**

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2.040      Administrative Approvals for Certain Judicial Travel Expenses

Part 102, subchapter C of the Rules of the Chief Administrator currently provides, in part, that the reimbursement of judicial travel expenses associated with automobile rentals and business-related travel to locations outside of New York State must have the prior approval of the Chief Administrator.

Pursuant to the administrative delegation of the Chief Administrative Judge of the Courts, responsibility for the advance approval of: 1) requests for the reimbursement of automobile rental expenses incurred by judges and justices of the UCS; and/or 2) for the reimbursement of expenses associated with the performance of judicial duties outside New York State is delegated as follows:

Court of Appeals	The Clerk of the Court of Appeals
Appellate Divisions/Auxiliary Agencies	The appropriate Presiding Justice
Courts of Original Jurisdiction	The appropriate Deputy Chief Administrative Judge
Office of Management Support (OCA)	The Deputy Chief Administrative Judge for Management Support

All such requests must be consistent with the provisions of Part 102 of the Rules of the Chief Administrator and with the maximum reimbursement rates as contained in Part VI/Chapter 2.030 of the UCS Financial Planning & Control Manual. Evidence of the appropriate administrator's approval (or that of his or her authorized delegate) must be included with all vouchers which are submitted to the State Comptroller for pre-audit and payment.

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2.050            Reimbursement in Relation to Required Attendance at Non-UCS Sponsored Conferences and Seminars

On limited occasions, UCS judges and justices may be required to attend conferences or seminars which are sponsored by agencies or organizations outside the UCS. Such organizations may include judicial bar associations, Executive Branch criminal justice agencies and others. In some such cases, judges may have little or no control over the location of the conference, such that the cost of lodging at the conference site may exceed the maximum reimbursement rates as provided in part 2.030 of this chapter.

In such situations and when sufficiently justified, prior to attendance, the appropriate administrative authority (i.e. Deputy Chief Administrative Judges, the Clerk of the Court of Appeals, the Presiding Justice of the Appellate Division, or the Deputy Chief Administrative Judge for Management Support) may authorize lodging reimbursement which exceeds the established maximum rates. When evaluating such requests, administrative authorities should consider the following factors:

- C     The availability of alternative lodging, within the allowable rates.
- C     Other cost savings (i.e. transportation) associated with lodging at the conference site, versus staying at an alternative lodging location.
- C     Circumstances which require the judge to attend late evening or early morning conference functions.
- C     The judge's role as an officer of the sponsor organization, or as a trainer, lecturer or functionary providing services essential to the success of the conference or seminar.

Expenses associated with attendance at a non-UCS sponsored conference or seminar must be fully documented, including the submission of a conference agenda, brochure or other documentation which identifies the sponsor organization and the hotel at which the conference is to be held, details the opening and closing dates of the conference, the times of

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conference events, and any meals included with the lodging rate or registration fee. This documentation should be included with the participant's travel voucher when it is submitted for payment. Unreasonable or undocumented requests for reimbursement, particularly those which exceed established rates, are subject to adjustment or rejection at the appropriate UCS administrative office and by the State Comptroller's Office during pre-audit.

Conference participants should take full advantage of any complimentary transportation which may be provided by the hotel or the conference sponsor. Any automobile rental expenses must be approved in advance by the appropriate administrative authority, as provided in Chapter 2.040 of this part.

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2.060            Attendance at Judicial Association Meetings

Pursuant to Judiciary Law section 217, the Unified Court System has established a policy for reimbursing judges and justices for travel expenses incurred in association with attendance at judicial association meetings. These meetings do not include any bar association meetings. The maximum number of meetings eligible for reimbursement in a single calendar year is two.

Each judge or justice will be reimbursed for lodging, meals and transportation as follows: lodging—a maximum of three nights, whether for a single meeting or split between two meetings; meals—a maximum of three days' meals (breakfast and/or dinner as appropriate), whether for a single meeting or split between two meetings; and transportation—eligible expenses for one meeting only.

All reimbursements made in accordance with these provisions will be at the prevailing rates for the county in which the association meeting is held (see Chapter 2.030 of this part).