

To: SUNY Oswego Faculty
From: Scott R. Furlong, Provost and VPAA
Subject: Faculty Professional Development/Travel
Reimbursement Policy for the 2019-20 Academic Year

Dear Colleagues:

The faculty professional development/travel reimbursement program, administered by the Office of the Provost, is intended to improve instruction and encourage faculty to develop strong research and creative agendas. During 2019-20, full-time faculty members may request up to **\$1,250 per year**.

Please note that requests for funding must be approved prior to travel by the department chair and dean/director. These funds are intended to support the following activities:

- presenting papers or posters at conferences
- performing in artistic venues as part of their scholarly productivity
- actively participating in scholarly meetings (e.g., chairing a panel, taking part in a workshop, or discussant on a panel)
- participating as officers or members of association committees
- attending conferences that contribute to strategic initiatives for the College or for individual units
- attending workshops or seminars that provide new or updated skills that increase the department's ability to meet defined curricular needs
- covering journal submission fees and continuing education costs.

IMPORTANT: To provide guidance for the travel and reimbursement process, I am attaching copies of two sets of guidelines issued by SUNY Oswego's Travel Office. The first restates the current "30 Day Rule" for submitting requests for reimbursements and identifies required receipts. This "30 Day Rule" will be strictly enforced.

The second document provides guidelines for choosing to use a Personal owned Vehicle (POV) for professional travel. Also, please note that funded travel to North Carolina and Mississippi is still banned.

Please ensure that all travel pre-approval is supported by a T-1 that is signed by the traveler, Chair & Dean, and if the travel is out of state, be sure to forward to the Provost Office for VP signature. This must be done prior to all travel, and a copy should be kept in the departmental file.

If you have questions about the faculty professional development/travel funding policy, please contact your dean's office. Questions about the use of POV's should be directed to the Travel Office of the Office of the State Comptroller Travel Manual which can be found at the following link: <http://osc.state.ny.us/agencies/travel/manual.pdf>.

C: Deans
Tina Radley, Travel Office



Employee/Travel Reimbursement Policy Guidelines: 30 Day Rule

Origination Date: 3/17/17

Last Revised: 4/23/19

Contact: Employee/Travel Reimbursement Coordinator, Megan Crouse, 312-5452
Travel Card Administrator, Tina Radley, 312-2223
Director of Accounting/Payables, Becky Waters, 312-3644

I. Purpose

The purpose of this policy is to clarify the requirement that all reimbursement expense reports must be submitted to the Finance Office within 30 days of the end of a travel event. Documentation received after 30 days will NOT be reimbursed.

II. Scope

A recent internal audit of employee/travel reimbursement requests and reimbursement vouchers produced some weaknesses with regard to requests being received well past the 30 day rule. Communication regarding the Office of the State Comptroller (OSC) policy is being provided to clarify the requirements for our campus community.

III. Procedure

Within 30 days of the completion of a travel event, kindly forward complete reimbursement request documents to the Finance Office for audit and payment. Documents should also include any/all necessary receipts as per the following:

<i>EXPENSE TYPE</i>	<i>DOCUMENTATION REQUIRED</i>
Charge on state travel card	Receipt
Transportation by Common Carrier	Ticket stub (if shows price) - Receipt and stub if otherwise
Taxi	Receipt
Tolls – EZ Pass	EZ pass statement with applicable charges indicated
Tolls – Cash	Receipt
Gas	Receipt
Day Trip Meals – Receipted	Receipt
Hotels – Receipted	Receipt
Misc. and incidental Expenses	Receipt

Failure to provide necessary receipts and signatures on any of the documents will delay the reimbursement until the proper documentation and/or signatures can be obtained. The employee/travel reimbursement coordinator will return the documents to the traveler in order to obtain the necessary receipts and/or signatures.

The following link contains the OSC Travel Advisory for review:
https://www.osc.state.ny.us/agencies/travel_advisories/travel_advisory3.htm

Questions may be directed to the individuals listed above.



Employee/Travel Reimbursement Policy Guidelines: POV Mileage Reimbursement

Origination Date: 3/17/17

Last Revised: 4/23/19

Contact: Employee/Travel Reimbursement Coordinator, Megan Crouse, 312-5452
Travel Card Administrator, Tina Radley, 312-2223
Director of Accounting/Payables, Becky Waters, 312-3644

I. Purpose

The purpose of this policy is to clarify the Personal Owned Vehicle (POV) mileage reimbursement allowance as outlined in the Travel Manual issued by the Office of the State Comptroller (OSC).

II. Scope

Employees in travel status should use the most efficient and cost effective method of transportation available. The State of New York requires SUNY to compare the cost of POV mileage reimbursement against the cost of renting a vehicle. The traveler will be reimbursed only at the rate which is lower, regardless of which mode of transportation they choose. (See appendix for examples)

III. Procedure

For round trip mileage 80 miles or under per day, the calculator is not necessary. The traveler will be reimburse for actual mileage, should that be applicable.

For round trip mileage over 80 miles per day, the traveler shall use the Rental Car Calculator to determine if a rental vehicle is more economical. The traveler will only be reimbursed at the lower rate regardless of the mode of transportation they choose.

A link to the calculator can be found here:

https://blue.suny.edu/travelcenter/_layouts/15/start.aspx#/Documents/Forms/AllItems.aspx

The link works best if you cut and paste into your browser for use. Employees may need to login with their Oswego Laker Net ID and password credentials to access the calculator.

A printed copy of the calculator form detailing the results must accompany the voucher request for reimbursement along with a statement of automobile travel if

necessary. Failure to provide a printed copy of the calculator with your request for reimbursement of mileage if requested, will result in a delay in processing your request as documents will be returned to the traveler for revision.

IV. Appendix

Current mileage rate is as follows:

- POV - .58 cents per mile

This rate is subject to change each calendar year.

Examples of the rental car calculator accompany this policy.

Any questions on how to use the calculator should be directed to the individuals listed on this policy.

Any additional questions related to employee reimbursements or travel may be directed to the individuals listed above.



Rental vs Own Car Driving Calculator

Input Variables	
Total Miles to be Traveled	150
Total Days in Trip	1
Car Rental Daily Price *	\$ 33.20
Cost of Gasoline per Gallon	\$ 2.79
Mileage Reimbursement Rate	\$ 0.580
Rental Car Gas Mileage (MPG)	23

Input variables

Calculated Results	
<u>Own Car Cost</u>	
Mileage	\$ 87.00
<u>Rental Car Cost</u>	
Rental	\$ 33.20
Refueling	18.20
Total	\$ 51.40

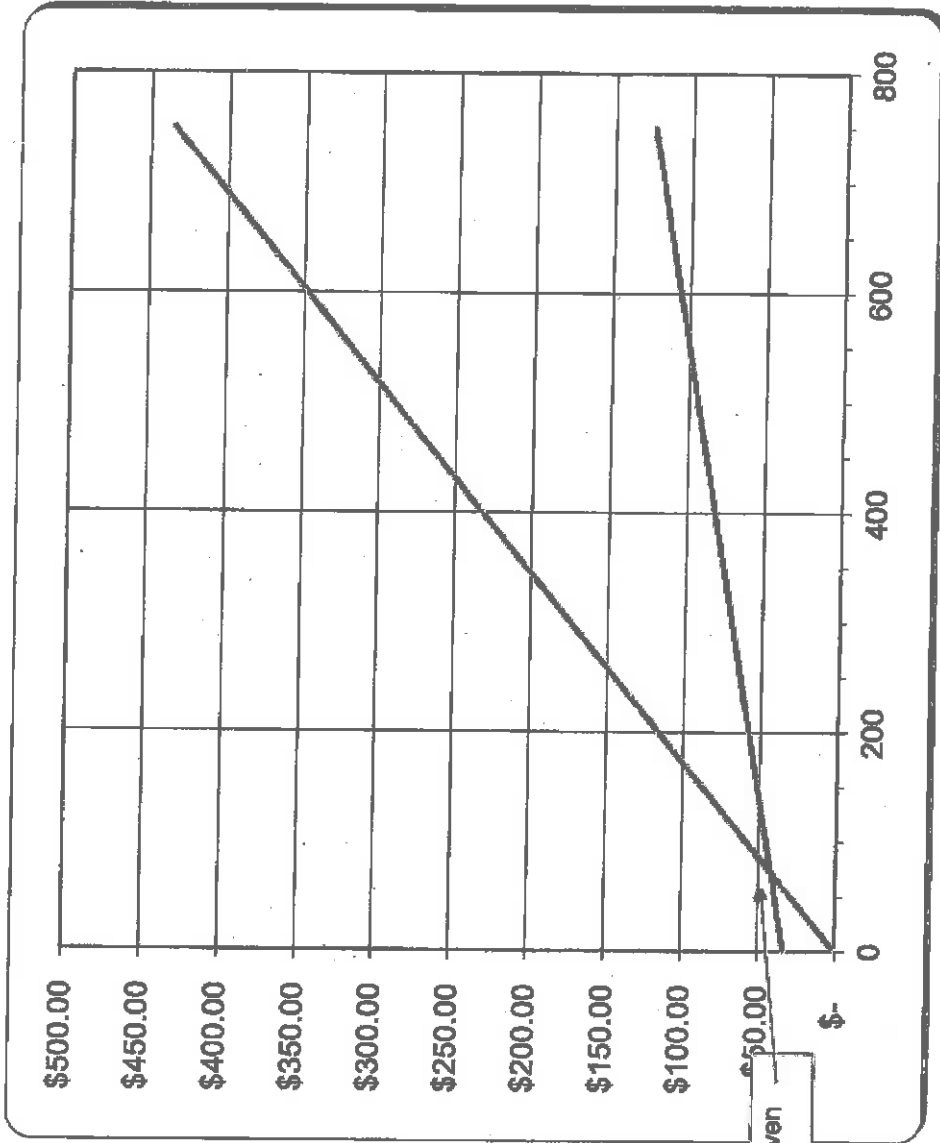
Results appear

Savings \$35.60

updated as of 1/1/2019

* Car Rental Daily Price	
Economy/Compact	\$31.30
Intermediate/Standard	\$33.20
Fullsize	\$35.79

*geographic surcharges apply



* add the following geographic surcharges to the rental cost in these locations

ADD \$	7.00	Albany Airport
ADD \$	7.00	Long Island Metro, Westchester Metro
ADD \$	23.00	New York City Metro (any location in any of the five boroughs)
ADD \$	15.00	Newark Metro