

Center for Development of Human Services Trainee Travel FAQs

Meal Reimbursement

Q. How much are trainees paid for meals?

A. Trainees are paid \$5.00 for breakfast and \$15.00 for dinner for trainings held in Upstate New York cities, \$5.00 for breakfast and \$20.00 for dinner for trainings held in New York City.

Q. Do trainees receive their meal money at the hotel?

A. Currently, advance meal money is provided at most hotels for *Child Welfare/Child Protective Services Common Core Training for Caseworkers (Common Core)* participants only.

Q. Do trainees receive meal money as a commuter?

A. No.

General Reimbursement

Q. How long does it take for trainees to receive their reimbursement checks?

A. Trainees should receive their reimbursement checks within two (2) to four (4) weeks.

Q. How long do trainees have to send in their reimbursement forms?

A. Trainees should submit their reimbursement requests as soon as possible. However, as long as the request is in the same grant year as the training it can be processed for reimbursement. Once a grant is closed, the funds are no longer available.

Q. What should trainees do if they don't have the trip/grant numbers or reimbursement forms for the training they attended?

A. If trainees don't have the trip/grant numbers or reimbursement forms for the training, they should contact Registration Services by e-mail at RegistrationServices@bsc-cdhs.org or by phone at (716) 876-7600, ext. 500 to obtain the appropriate form.

Mileage Reimbursement

Q. How is mileage calculated?

A. Mileage is paid for a round trip from the trainee's office to the training site. MapQuest Maps is used to calculate this mileage allowance.

Q. What should trainees do if they used E-Z Pass and don't have a receipt or know how much they were charged for the toll?

A. If trainees use E-Z Pass, they should provide the entrances and exits they used and the tolls will be calculated for them.

Q. Can a trainee be paid for mileage and tolls if he/she is not the designated driver?

A. The agency staff developer arranges carpooling. Trainees are required to drive three (3) to a car, including the driver. If a trainee meets those requirements, he/she can be reimbursed.

Q. Can trainees be reimbursed if they did not drive every day of the training?

A. As long as trainees are a designated driver or part of a carpool sharing the driving, they can specify on their reimbursement request form which days they drove and they will be reimbursed accordingly.

Q. Can trainees be reimbursed for the miles they drove during the week from the hotel to the training and out to dinner every night?

A. No. That is considered local mileage and is not reimbursable.

Train Transportation

Q. Will trainees be reimbursed for traveling by train to a training?

A. Trainees are required to use the least expensive mode of transportation. In some instances, traveling by train is less expensive than mileage, tolls, and parking at the hotel. Trainees should, however, purchase the least expensive fare, not business class. And if commuting daily, they should purchase the weekly ticket for trainings that are more than three (3) days in duration.

Q. Will trainees be reimbursed for parking at the train station?

A. No. Parking at a transportation terminal is not reimbursable.

Q. Will trainees be reimbursed for the mileage and tolls to get to the train station?

A. No. Transportation to a transportation terminal is not reimbursable.

Q. Will trainees be reimbursed for cab fare from the train station to the hotel?

A. In New York City, cab fare from the train station to the hotel is not reimbursable; trainees are required to use public transportation or a free hotel shuttle from a train station to the hotel. In Albany, some hotels do not provide shuttle service to and from the train station. In that case, cab fare would be reimbursed.