

# Center for Development of Human Services Travel Policy for New York Trainees

## Transportation

### Mileage

The Center for Development of Human Services will reimburse all trainee travel at a rate of \$.21 per mile.

### Mode of Transportation

Trainees are required to use the most cost-effective mode of transportation. Except when carpooling is available, trainees are free to choose their mode of transportation (bus, train, automobile, or airplane) but will be reimbursed up to the personal vehicle equivalent of \$.21 per mile only. Airfare requires prior authorization.

- If the ticket cost is less than the equivalent mileage, the reimbursement will be for the ticket amount only. No additional expense such as taxi, parking, or mileage is allowed.
- If the ticket cost is more than the equivalent mileage, the reimbursement will be for the mileage equivalent only.

Carpooling will be arranged by local district staff development coordinators and authorized voluntary agency personnel.

- Only designated drivers chosen by the authorized coordinators will be reimbursed.
- The designated driver must state this status on his/her reimbursement form submitted to the Center for payment.
- Carpooling should be used when available. Only the designated driver will be reimbursed at the trainee travel mileage rate of \$.21 per mile.

Any questions regarding carpooling should be directed to the individual's staff development coordinator or agency contact person.

### Uniform Distance Rates

The Center for Development of Human Service uses MapQuest to calculate mileage between agencies and training sites. Please specify the address as "Satellite Office" on the reimbursement form if it is different from main office address.

## **Ground Transportation Restriction**

There will be no reimbursement for taxis, parking, tolls, and mileage to and from transportation terminals when choosing other than automobile travel. Exceptions would be stipulated in the travel and accommodation policy for a specific event or would require prior approval.

## **Local Travel**

Less than 35 miles from the trainee's agency to the training location constitutes local travel and will not be reimbursed by the contractor. It will be subject to the local district's reimbursement policies.

## **Overnight Travel**

In order to be eligible for an overnight stay, the training program must be two (2) or more consecutive days in length; or the trainee must travel 50 miles or more to the training site; or the trainee must travel one (1) hour or more to the training site. In the NYC metropolitan area, Nassau, Westchester, Rockland, and Suffolk counties, overnight stays will be reimbursed if the trainee must travel more than one (1) hour to the training site. Trainees will be eligible for overnight reimbursement the day before a training if the training will begin at 9:00 a.m. or earlier the following day and if the above criteria apply.

OCFS/OTDA may authorize an exception to this requirement in cases where this represents an undue hardship. Local districts should request such exceptions in writing to OCFS/OTDA.

## **Accommodations**

Hotel/motel expenses are direct billed to the Center for Development of Human Services. Double-room occupancy will be arranged by the Center. The Center will cover the cost of a single room in "odd-person out" situations (e.g., 13 males, 12 females). If a trainee requests a single room, the Center will pay the hotel one half of the cost of the double room rate; the trainee will be responsible for paying the rest of the hotel bill. If the trainee's portion is being paid by the agency, the agency contact should arrange payment with the hotel prior to travel. Some hotels do not accept agency vouchers, in which case other arrangements would need to be made. The Center does not reimburse for taxes. Trainees staying in single rooms should bring a tax exempt certificate from their agency. Incidental charges on the bill, such as room service, telephone calls, or movies must be paid by the participant at check-out time.

Last minute cancellations or arrival date changes should be called in directly to the hotel.

## **Meals**

Receipts are not required for meal allowances. When arriving the day before a training, the trainee must leave home before 6:00 p.m. in order to be eligible for dinner reimbursement that night.

## **Trainers' Responsibilities vs. Trainees' Responsibilities for Travel**

It is the responsibility of the trainer to pass out the trainee travel reimbursement expense form. Trainees should fill out the top of the form and complete and sign it at the bottom, following the instructions on the form. Trainers should collect and return the forms immediately to the Center for Development of Human Services Finance Unit/Trainee Travel.

If attending a multipart training held during 1 week, trainees can combine their expenses on one reimbursement form. Individual requests must be made for each trip. To expedite payment, reimbursement request forms should be completed at the training and given to the trainer prior to leaving. (Tolls will be calculated for the round trip, so receipts are not necessary. If using EZ Pass, trainees should provide the entrances and exits used and the Center for Development of Human Services Finance Unit/Trainee Travel will look up the toll amount.) Trainees should use legible handwriting and include a valid mailing address. Reimbursement checks take approximately four (4) to six (6) weeks from the date received by the Center to be processed. It is the trainer's responsibility to verify lodging, using the most recent rooming list available. Trainers must notify the Center for Development of Human Services Finance Unit/Trainee Travel of no-show participants and all changes to arrival dates, room types, and/or roommate assignments.