

Center for Development of Human Services Trainee Travel Tips

Trainees Staying at the Hotel

1. If arriving the day before a training, trainees must leave home or the office before 6:00 p.m. to be eligible for dinner that night.
2. Meal receipts are not required for meals while trainees are at the hotel. Trainees will receive the full per diem rate for breakfast and dinner.
3. Trainees receiving advance meal money at the hotel will be responsible for the return of funds they are not entitled to or the amount will be deducted from their transportation reimbursement.
4. Trainees must use public transportation in New York City. Cab fare in NYC is not reimbursable.
5. Parking at a transportation terminal is not reimbursable.

Trainees Who Are Commuting

1. For trainings that are more than three (3) days in duration, trainees should purchase the weekly train/bus ticket.
2. Parking at a transportation terminal is not reimbursable.

Additional Tips

1. Trainees need to know the date they are to arrive at the hotel. They should check with their staff developer/agency coordinator if they are unsure of the date.
2. Trainees need to be prepared with cash or a credit card for payment of incidentals and/or emergencies. Trainees should not use a debit card for hotel incidentals, as this will often put a freeze on the funds and may make the card unavailable for other usage during the hotel stay.
3. If trainees will be arriving at the hotel after 4:00 p.m., they must call the hotel and secure the room with a credit card or their room will be cancelled.
4. If a trainee's agency is providing a voucher to pay for meals and/or a single room, it is a good idea to check with the hotel prior to travel to make sure it will accept a voucher from the agency. Some hotels require a direct pay account be set up with them prior to check-in.
5. In order for trainees to be eligible for mileage reimbursement, their office must be more than 35 miles from the training site. Anything less than 35 miles is considered local mileage.