|  |  |  |
| --- | --- | --- |
| **Emergency Contractor Travel Pre-Approval** | Contract No.: |  |
| Instructions: Please review Guidelines for Payment of Overnight Travel Expenses (attached) prior to completing this form. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contractor:** |  |  | **Date:** |  |

|  |  |
| --- | --- |
| **Job Location (street, city):** |  |

|  |  |
| --- | --- |
| **Estimated Distance to Job (miles, hours):** |  |

|  |  |  |
| --- | --- | --- |
| **Reimbursement for travel expenses recommended by EIC:** |  | **Method of Reimbursement** |
| Yes  No |  | Per attached Bargaining Agreement |
| Per attached pre-existing Company Policy |
| Per NYS Method I |
| Per NYS Method II |

|  |  |  |
| --- | --- | --- |
| **EIC Signature:** | |  |
| Print Name: |  | |  | Date: |  |

|  |  |  |
| --- | --- | --- |
| **Contractor Signature:** | |  |
| Print Name: |  | |  | Date: |  |

|  |  |
| --- | --- |
| **Comments:** |  |
|  | |
|  | |
|  | |
|  | |
|  | |

In order for reimbursement of overnight travel expenses (meals and lodging) to be considered, overnight lodging must be recommended by the Director’s Representative (EIC) pursuant to the best interest of New York State. The Contractor and EIC must complete and shall otherwise approve an OGS Payment of Overnight Travel Expenses form prior to any travel expenses being incurred. This form is considered a pre-approval form for incurring meal and lodging expenses, and will need to be included with the first payment application in which travel expenses are billed. This form is subject to the approval of the Contracting Officer or his designated representative. Travel expenses, if approved, will be considered a reimbursable expense, and are not subject to overhead and profit.

Overnight travel expenses will be reimbursed in accordance with the travel allowances announced by the New York State Office of the Comptroller and also with the additional information and guidelines provided in the OGS Guidelines for Payment of Overnight Travel Expenses. The method of reimbursement is to be one of the following:

Union Contractors: If the contractor is required to follow travel regulations due to a bargaining agreement, check the box on the Travel Request Proposal for “Bargaining Agreement”, and attach the bargaining agreement (union agreement). If any travel expenses for a union employee are submitted for payment, the appropriate bargaining agreement must be attached. If the bargaining agreement does not specify the rate of reimbursement for overnight travel, the maximum allowable rates will be in accordance with NYS Method I or II *(see below)*.

Contractors with a pre-existing, written company policy: If the Contractor has a specific pre-existing written company policy that is universal to all types of projects (state, non-state, fixed price, time and material) and addresses specific reimbursement rates for lodging and meals or per diem, check the appropriate box and attach the pre-existing, written company policy to the Travel Request Proposal. Letters or memos are not acceptable. Rates higher than the federal rates may not be approved.

Contractors with neither of the above - Contractor can be reimbursed one of two ways:

**NYS Method I**: This allows for a fixed per diem reimbursement without receipts. This method may be used even when lodging is obtained with a relative or friend. The per diem amount includes lodging, meals and incidental expenses. The current Method I rates are available at the following website: [www.osc.state.ny.us/agencies/travel/method1.htm](http://www.osc.state.ny.us/agencies/travel/method1.htm). The meal allowances for day trips are not applicable. No lodging or meal receipts are required; however the Contractor is required to maintain documentation substantiating the amount paid to the employee, and such documentation must be provided to the Contracting Officer upon request.

**NYS Method II:** This allows for reimbursement of actual lodging costs up to a specific amount, plus an allowance for meals. Lodging should be obtained for an amount equal to or less than the maximum rate per person for the county the job is located. Lodging will be reimbursed with an original, detailed lodging receipt. A meal rate is paid in addition to lodging reimbursement. For each overnight stay, the employee is entitled to one meal rate. The maximum per diem rates are established by the federal government, and can be found at <http://www.gsa.gov>. Click on ‘Per Diem Rates’ under ‘Travel Resources’, then click on ‘NY’ on the map of USA to display current rates. The rates listed are the maximum rates payable per county. If the county is not shown, use the special rate that is listed for counties not shown. All rates shown are the maximum reimbursement rates per person. The column titled “First & Last Day (75% of M and IE)” is not applicable. Reimbursement of meal and lodging expenses will be in accordance with New York State Office of the Comptroller guidelines and the additional information provided in the OGS Guidelines for Payment of Overnight Travel Expenses.

Additional information on NYS Office of the Comptroller meal and lodging guidelines can be found at the following website: <http://www.osc.state.ny.us/agencies/travel/travel.htm>.

The following guidelines are in addition to the methods of reimbursement mentioned above:

* Overnight stays must be at established lodging entities and be supported by original detailed receipts. They must include: dates of service; number of guests; and room rate.
* Lodging and meals will be reimbursed in accordance with the rates that were in effect on the date of service.
* Taxes are paid on lodging costs in addition to the maximum rate.
* Reimbursement is based on the county of the job location, not the location of the hotel. See note below for instructions on what to do if a hotel cannot be found.
* Overhead and profit is not paid on Contractor’s or Subcontractor’s travel expenses.
* For NYS Method II, the meal rate covers dinner on the night of lodging, breakfast the next day, and incidentals. Lunches are not reimbursable.
* Employees are only eligible to receive one meal rate per overnight stay, regardless of the time of departure or return.
* For NYS Method II, meal receipts are not required; however, the Contractor is only entitled to meal/incidental reimbursement in the amount that was actually paid to the employee. The Contractor is required to maintain documentation substantiating the amount paid to the employee, and such documentation must be provided to the Contracting Officer upon request. The maximum amount that will be reimbursed will be the maximum allowed per federal rates.

If the Contractor cannot find lodging in the county of destination in accordance with the maximum allowable rate:

If the per diem (lodging plus meals) for the county where the lodging was incurred is equal to or less then the per diem for the county of destination, the traveler will be reimbursed at the rate for the county where the lodging was incurred. If the per diem for the county where the lodging was incurred is greater than the per diem for the county of destination, the traveler must document that lodging was not available in the county of destination. Adequate justification would include documenting that three hotels were contacted in the county of destination and no rooms were available. If documentation justifies staying in a different county, reimbursement will be at the rate where the lodging was incurred. If adequate justification is not provided, reimbursement will be at the rate for the county of destination.