May 14, 2018

To: SUNY Owego Faculty

From: Scott R. Furlong, Provost and VPAA

Subject: Faculty Professional Development/Travel Reimbursement Policy for the 2018-19 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 2018-19, 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 discusssant 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.

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

Contact:
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:

<table>
<thead>
<tr>
<th>EXPENSE TYPE</th>
<th>DOCUMENTATION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge on state travel card</td>
<td>Receipt</td>
</tr>
<tr>
<td>Transportation by Common Carrier</td>
<td>Ticket stub (if shows price) - Receipt and stub if otherwise</td>
</tr>
<tr>
<td>Taxi</td>
<td>Receipt</td>
</tr>
<tr>
<td>Tolls – EZ Pass</td>
<td>EZ pass statement with applicable charges indicated</td>
</tr>
<tr>
<td>Tolls – Cash</td>
<td>Receipt</td>
</tr>
<tr>
<td>Gas</td>
<td>Receipt</td>
</tr>
<tr>
<td>Day Trip Meals – Receipeted</td>
<td>Receipt</td>
</tr>
<tr>
<td>Hotels – Receipeted</td>
<td>Receipt</td>
</tr>
<tr>
<td>Misc, and Incidental Expenses</td>
<td>Receipt</td>
</tr>
</tbody>
</table>
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

--- EFFECTIVE DATE 7/1/17

Origination Date: 4/1/17

Last Revised: NA

Contact(s):
Travel Card Administrator, Tina Radley, 312-2223
Director of Accounting/Payables, Becky Waters, 312-3644

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, the calculator is not necessary. The traveler will be reimbursed for actual mileage, should that be applicable.

For round trip mileage over 80 miles, 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/Documents/Mileage%20Calculator.xls

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 rates are as follows:

- POV - .535 cents per mile
- State Owned Fleet Vehicle - .485 cents per mile

These rates are 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.
Example 1:
In this case for a 1 day trip of 100 miles, it would be cheaper to use a rental vehicle instead of a personally owned vehicle.

The traveler would be reimbursed the lesser of the two rates listed in the Calculated Reimburse box, regardless of which mode of transportation they choose = $43.89.

Therefore, if the traveler did choose to use their own vehicle, they would only be reimbursed $43.89 for their trip.
EXAMPLE 2:

In this case for a 2 day trip of 100 miles, it would be cheaper to use a personally owned vehicle instead of a rental car.

The traveler would be justified in taking their own vehicle in this instance and receive actual reimbursement in the amount of $63.50 for 100 miles.