

Company Policy Title: Travel Policy

Policy Number: CP 2-1

Revision Date 11/30/2015

Approved By: Gil Quiniones
President and Chief Executive Officer

Executive Owner: John Plasko
Director Corporate Support Services

Content Owner: Beth Seavey
Travel Manager

The Content Owner partners with the attorney assigned to his/her department/workgroup to write and review the policy.



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Travel Policy

Revision Date	Revision	Description/Modification	Revision Section (s)	Author
11/30/2015	6	Converting to the new format; there were 5 prior revisions to this policy. Procedures have been removed from this policy and reside in a separate Travel Procedure document. Minor modifications to section 5 have been made based on industry best practice.	All	Beth Seavey Travel Manager

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For the latest revision of this document, refer to the Policy and Procedure PowerNet Site.

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1 PURPOSE AND SCOPE

This policy establishes guidelines for business travel arrangements and travel expense reimbursements.

2 APPLICABILITY

This policy shall be adhered to by the employees of all Authority Business Units and Departments, as well as cost-reimbursable contractors/consultants doing business on behalf of the Authority.

3 INITIALISMS (ACRONYMS) AND DEFINITIONS

CRC – Cost Reimbursable Contractor/Consultant

GSA – U.S. General Services Administration

OGS – New York State Office of General Services

4 RESPONSIBILITY

- 4.1 The Director of Corporate Support Services has final responsibility for implementation and interpretation of this policy and determines appropriate revisions.
- 4.2 The Travel Manager is responsible for the maintenance and application of this Policy.
- 4.3 The Manager authorized to approve an employee's or CRC expense statement is responsible for ensuring that the traveler has complied with the provisions of this policy.
- 4.4 Travelers are responsible for compliance with this Corporate Policy and also for verification that all travel arrangements are correct.

5 POLICY IMPLEMENTATION

5.1 Travel Management

- 5.1.1 Employees and CRCs doing business on behalf of the Authority must use the Travel Desk (Power Business Travel) for air, train, hotel and car arrangements in order to be reimbursed for business travel expenses.
- 5.1.2 Travelers requesting arrangements from the Travel Desk will be forwarded the Travel Profile form by email if no completed profile is on file. Notification is sent out yearly by email to remind employees to notify the Travel Desk of any updates/changes to their travel information. The Travel Desk will maintain this profile which can be changed at any time by the traveler.

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- 5.1.3 OGS or Authority negotiated discount fares will always be the first consideration in providing requested travel arrangements. Every effort will be made to secure cost-effective arrangements that meet both the traveler's preferences and this policy.
- 5.1.4 The federal reimbursement rate as referenced in the GSA Domestic Per Diem Rates will be used as a guideline for hotel accommodations. The Travel Desk will always attempt to secure the lowest available hotel rates.
- 5.1.5 The Travel Desk will secure car reservations using the Authority's contracted vendors.
- 5.1.6 Authority events such as meetings, seminars and training sessions that are held out of the office must be reviewed, by the Travel Desk, for appropriateness and compliance with NYPA contract terms and conditions regarding rates, cancellation policy and standard NYPA requirements.
- 5.1.7 For out-of-state travel, all NYPA employees shall follow the requirements of NYPA's Out of State Travel Policy (CP 1-13).
- 5.1.8 Exceptions or changes to Travel Desk recommended arrangements must be approved, with an email to the Travel Desk, by the traveler's Business Unit/Department Head.

5.2 Reimbursement

- 5.2.1 Policy and procedures for reimbursement of travel expenses are established and implemented by the Accounts Payable Department.
- 5.2.2 Business air and train travel will be charged by the Travel Desk to a centralized Citibank VISA account which is reconciled by Accounts Payable staff. Air and/or train travel for Authority business will not be expensed by the individual traveler.
- 5.2.3 The Travel Desk will email an invoice to travelers which will summarize all confirmed travel arrangements and related costs. The invoice must be submitted with expense statements for reimbursement.
- 5.2.4 Tax exempt forms are to be used to prevent state and local taxes from being added to hotel or car rental bills whenever employees are traveling for Authority business in New York State. New York State taxes will not be reimbursed.
- 5.2.5 Expenses incurred for meals will be reimbursed according to the Corporate Accounting Policy (CAP) 1.5, Reimbursement of Employee Meal Costs.
- 5.2.6 Travelers will not be reimbursed for any travel expenses not in compliance with this policy.

5.3 Corporate Airplane

- 5.3.1 Use of the corporate airplane is limited to business travel on behalf of NYPA.
- 5.3.2 The corporate airplane cannot be used solely to transport members of the Board of Trustees.
- 5.3.3 CRCs performing Authority related work, may utilize the corporate airplane provided that this trip results in no additional cost to the Authority.
- 5.3.4 The Chairman of the Board of Trustees or the President and Chief Executive Officer may authorize:
 - 1. Non-Authority employees to accompany an Authority employee on the corporate plane for governmental purposes; or
 - 2. Federal, State or Local Government officials to utilize the corporate airplane for government purposes.
- 5.3.5 All non-NYS employees will be required to sign a written waiver of any claim or liability against the Authority arising out of such use.
- 5.3.6 The cost of the corporate airplane is not charged back to the employees' budgets, but is budgeted as a corporate resource for all Business Units of the Authority.

5.4 Contractor Travel

- 5.4.1 Contractors must make all travel arrangements through the Travel Desk. Travel arrangements made through other travel sources are only reimbursable up to the amount of current Authority negotiated or government rates. Current NYPA contract language requires all CRCs to confirm travel through the Travel Desk. Government contract fares are published on the NYS OGS website and are accessible through the booking tool (Global Distribution System) used by the Travel Desk to confirm air service. NYPA will only reimburse up to the contract fare.
- 5.4.2 A completed Contractor Travel profile form for each CRC must be on file with the Travel Desk prior to requesting travel services. Travelers requesting arrangements from the Travel Desk will be forwarded the Travel Profile form by email if no completed profile is on file, with a cc to the Project Manager.
- 5.4.3 The Travel Desk obtains approval by email from the NYPA project manager prior to authorizing air and rail expenses to NYPA. All contract travel expenses must have the approval of the CRCs Authority project manager prior to submitting the expense statement to the expense reconciliation process.
- 5.4.4 Meal reimbursement for overnight travel will be based on the meal allowances outlined in the applicable contract. Meal receipts are not required.

5.5 **Policy Exceptions**

Any exceptions to this policy must be approved in advance by the President and CEO, or his designee

6 **VIOLATIONS**

Violations of this Policy and related policies and procedures by employees may result in disciplinary action up to and including termination. Violations of this Policy by CRCs and other authorized third parties may result in the revocation of such party's access to NYPA's premises and/or electronic access to its systems, and the termination of such party's contract for services. In addition, where the conduct engaged in is illegal, violators may be subject to prosecution under applicable federal, state or local laws.

7 **REFERENCES**

- 7.1 Corporate Accounting Policy (CAP) 1.5, Reimbursement for Employee Meal Costs
- 7.2 Employee Expense Statement
[Powernet](#) → [Quick Links](#) → [Travel Desk](#) → [Expense Statement](#)
- 7.3 New York State Hotel Tax Exempt Form
Contractor Travel Profile
State of New York Tax Exempt AC-945 (car rental)
[Powernet](#) → [Quick Links](#) → [Travel Desk](#) → [Travel Forms](#)
- 7.4 Citibank Travel Card Application
[Powernet](#) → [Department Sites](#) → [Customer Support Services](#) → [Support Services](#) → [Support Services Forms](#)
- 7.5 U.S. General Services Administration Per Diem Rates
[www.gsa.gov](#) → [Per Diem Rates](#)
- 7.6 Company Policy for Out-of-State Travel (CP 1-13)
- 7.7 Company Policy Program Administration (CP 1-1)

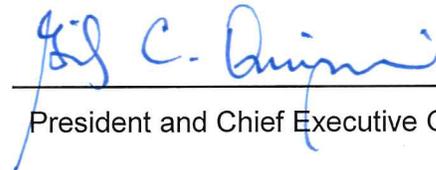


8 POLICY REVIEW AND EXPIRATION

- 8.1 This document will be reviewed every year on the anniversary of the revision date, or sooner if business needs require.
- 8.2 Recommendations for changes to this Policy or a new corporate policy shall be processed in accordance with CP 1-1 "Company Policy Program Administration."

9 ATTACHMENTS

N/A



President and Chief Executive Officer

11/30/2015

Date