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UCS Travel Reimbursement Guidelines for Non-employees

The following is an explanation of procedures and general rules governing the reimbursement of business travel expenses incurred while traveling for the Unified Court System. If you have any questions, please contact this office at 25 Beaver Street, Rm. 975, New York, NY 10004 and Martha Perez will be happy to assist you; Telephone: 212-428-2990; Fax: 212-428-2987; E-mail:mperez@courts.state.ny.us

Reimbursement Request- To assure prompt payment for out of pocket expenses, please submit a request for reimbursement, preferably on letterhead, explaining why, when and where you traveled. Include all original receipts together with a copy of any correspondence sent or given to you in regard to this meeting. The reimbursement request should be submitted to Martha Perez at 25 Beaver Street, Rm 975 New York NY 10004. ***Please make sure to include your mailing address and your social security number or tax identification number. Remember if any personal expenses exceed the state rates (described below), the difference will be deducted from your reimbursement .***

Lodging- Please note: original bills from the Marriott Marquis must accompany your reimbursement request. Incidentals are not covered.

Meals- When travel takes place before 8am or after 7pm, reimbursement will be \$9.00 for breakfast and/or \$37 for dinner, in NYC. Receipts are not required for meals. Please be advised that IRS rules prohibit us from reimbursing individuals for lunch.

Mileage- The reimbursement rate is \$.325 per mile. This rate covers all operating costs, including gasoline.

Parking/Tolls- Original receipts are required. If an EZ pass is used and you have not received your statement, please list the amount and location of each toll. Receipts are not required for parking meters.

Air Transportation- All air travel should be in coach. Boarding passes, and/or passenger coupons, showing the amount paid, must be submitted with your reimbursement request. In general, to qualify for air travel, your destination should exceed 200 miles.

Train, Token and Bus Fares- Receipts are required for train travel reimbursement, but not for reimbursement of public bus or subway fares. Please include a list itemizing all unreceipted fares.

Taxi Fares- Receipts are required.