

## **Travel and Per Diem Guidelines for Senate Members**

### **Travel Guidelines**

A Member shall be entitled to payment of his or her actual and necessary transportation expenses incurred in the performance of his or her duties. Members of the Senate are limited to one round trip per week from their District to Albany to attend the legislative session.

No Member will be reimbursed for any travel done within their Senatorial District.

All Member travel must be submitted on a legislative expense voucher.

All receipts for any reimbursable expenses must be attached to your voucher.

These include train fares, airfares, taxi fares, tolls (EZ Pass Statement) and parking. Miscellaneous incidental expenses, such as gratuities, personal telephone calls, dry cleaning, laundry service and movie fees in hotel rooms are not reimbursable.

When making travel arrangements, every effort should be made to obtain the best possible rates offered. You should always identify yourself as a member of the Senate and inquire as to the availability of government rates.

Travel per diem rate information for lodging and meals reimbursement is available.

Following is a website to be used sponsored by the U.S. General Services Administration.  
<http://www.gsa.gov/portal/category/100120>

When attending a conference or seminar, find out what the policies of payment are. This should include any discounts for early registration, as well as any late fees or cancellation penalties. When possible, plans should be made to take advantage of any discounts given.

Travel requests for out-of-state travel and for participation at meetings sponsored by the National Conference of State Legislatures (NCSL), the Council of State Governments (CSG), the National Conference of Insurance Legislators (NCOIL), should be directed to the Secretary of the Senate's office. They will be forwarded for final consideration to the Majority Leader's Office.

### **Per Diem Payments**

A Member of the Senate shall receive payment of actual and necessary transportation expenses and a per diem equivalent to the most recent Federal per diem rates published by the General Services Administration.

In addition to payment of travel expenses a member shall be entitled to a per diem expense payment while in travel status in the performance of his or her duties. The per diem allowances, including partial per diem allowances, shall be made pursuant to regulations promulgated by the Temporary President of the Senate on audit and warrant of The Comptroller on vouchers approved by the Temporary President of the Senate or his or her designee.

A Member shall be entitled to such full per diem payment only when his or her travel status necessarily includes an overnight stay away from his/her Senatorial District and two meals.

### **Partial Per Diem Payments**

If a Member's travel for any day does not necessarily include **both** an overnight stay away from his/her Senatorial District and two meals, such member shall be entitled to payment of transportation expenses and a partial per diem expense payment while in travel status in the performance of his or her duties based on the U.S. General Services Administration (GSA) standard for partial per diems.

The current GSA partial per diem rate for Albany (the primary location for the payment of partial per diems) is \$61 (effective October 1, 2019).

Please refer to the Senate home page on Senate online for a listing of the current rates.

### **Verification of presence**

In compliance with subdivision 2 of section 5 of Legislative Law, the Senate will require verification of a Member's presence in the performance of his or her duties during the days for which they claim a per diem. Examples of acceptable **dated** verification may include:

1. Documented presence in session, provided by the Journal Clerk's office; or
2. Swiping of OGS ID card on the reader located next to the doorway of the Member's parking area of P3 or the Legislative Office Building outside of Senate Supply; or
3. Travel documentation such as EZ-Pass statements, toll receipts or train receipts; or
4. Receipts from hotels, restaurants or other vendors indicating presence on the date for which reimbursement is claimed; or
5. Member calendar entries; or

6. Relevant Press Clippings, Hearing Notices or Meeting Agendas.

Please note that it is the Member's responsibility to submit any documentation not in the possession of the Senate with a Voucher For Reimbursement of Legislative Expenses to the Senate Fiscal Office. Members shall provide any additional detail or clarification requested by the Senate Fiscal Office. In addition, Members are recommended to maintain documentation in support of travel expenses claimed on vouchers for six years.

A Member choosing to swipe their OGS ID card on the new scanning system will automatically generate a dated email that is sent to both the Senate Fiscal Office and to the Senate Member's email.