

**F.H. LAGUARDIA COMMUNITY COLLEGE  
OF THE  
CITY UNIVERSITY OF NEW YORK  
TRAVEL REGULATIONS**

Instructions and Schedule of Rates; Directive No. 6, City of New York, Comptrollers Office Amended October 23,  
1996

**IF YOU NEED THE BUSINESS OFFICE TO BOOK YOUR TRAVEL, ALL DOCUMENTS MUST BE  
SUBMITTED FOR PROCESSING 30 DAYS PRIOR TO TRAVEL**

**Automobile**

- The reimbursement rate for travel by personal automobile is \$ .28 per mile. The Personal Vehicle Travel Record form must be completed and attached; list dates, starting and ending odometer readings and "To and From" addresses.
- Tolls and parking charges, except for airport parking in excess of seven (7) days, will be reimbursed only upon presentation of receipts.
- Repairs are not reimbursable.
- Car rentals are reimbursable only in special instances, with prior approval of Dean. Gasoline, tolls and insurance costs are reimbursable.

**Meals and Lodging**

- Local travel is considered to be travel within the five boroughs, OR travel that meets the following conditions: within 75 miles from the individual's home, and within 75 miles from Columbus Circle in NYC, and the travel day is 112 hours or less.
- Long Distance travel is considered to be outside of the five boroughs, AND is more than 75 miles from Columbus Circle in NYC, and/or more than 75 miles from the individual's home, and/or the length of the travel day is more than 112 hours.
- **Meals are paid only in Overnight Travel situations.**
- The conference/seminar rates of reimbursement for lodging and meals is dependent upon location. An incidental amount per day is included. See Federal rate schedules in City's Appendix A of Directive 6. In addition, special conference hotel rates may be paid at the lower of actual cost or 150% of the maximum lodging amount component of the per diem rate allowed for the locality in the Federal rate schedules. The hotel must be listed as a conference site in the conference literature to qualify for 150% reimbursement of the stated Federal rate.
- **It is necessary to attach the conference, convention or seminar literature/agenda.**
- **If the conference, convention or seminar fee includes the cost of meals and/or lodging, the reimbursable rate is decreased accordingly.**

**Telephone**

- Business related calls from home or away may be reimbursed in full.
- Employees on Overnight Travel are permitted one personal call of reasonable duration (5 minutes) for each day of travel.
- **Reimbursement claims must indicate date, name of party, telephone number and place called and the purpose of the call and must attach an itemized receipt. For personal calls, only the date, identification as "personal", and itemized receipt are required.**

**Tips and Gratuities**

- Payment for customary and reasonable tips and gratuities such as at lodging establishments and for transportation services is permitted. The cost of tips for meal service is incorporated into the per diem and other meal rates and are not reimbursed as separate items.

**ALL FEDERAL ID NUMBERS MUST BE OBTAINED FOR HOTELS, TRAVEL AGENCIES, AND  
OTHER TRAVEL RELATED VENDORS.**