



Office of Finance  
and Business

# Travel Guide

**\*\*For LaGuardia USE ONLY\*\***

**Please Note: visit our website for updates**

**<https://www.laguardia.edu/Business/Training-Materials/>**

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# **Directive 6**

**What is Directive 6?**

**Internal Control and Accountability Directive 6 establishes guidelines governing expenditures for TRAVEL, MEALS, LODGING, AND MISCELLANEOUS AGENCY EXPENSES.**

**The Directive - 6 is a public document issued by The City of New York Office of the Comptroller**

<https://comptroller.nyc.gov/wp-content/uploads/documents/Directive-6-Travel-Meals-etc..pdf>

**FAQ's**

<https://comptroller.nyc.gov/wp-content/uploads/documents/Directive-6-FAQs.pdf>

# Travel Guidelines

- Travel authorizations must be submitted and approved **30 days prior** to travel.
- Expense reports must be submitted no later than **5 business days after** returning from trip
- When booking travel you must make every effort to use the most efficient and economical means of transportation and lodging available.
- You may choose to have your registration paid for by the college (*only if your department/division is paying 100%*). An ereq will have to be created by your department requester at least **30 days prior** to travel.
- All other expenses including taxis and car rentals must be paid out-of-pocket and may be reimbursable (pre-approval may be required).

## Local Travel

- Within 5 boroughs

## Long Distance Travel (meets at least 1 of these conditions)

- refers to travel that is to a destination, other than a City employee's Primary Workstation, that is not within the boundaries of New York City's five boroughs, and the distance the employee travels is more than 75 miles from Columbus Circle, Manhattan and more than 75 miles from the Employee Residence. Long-Distance Travel may or may not include Overnight Travel.

## Overnight Travel

- refers to either Local Travel or Long-Distance Travel, for which the employee stays overnight and the travel results in a Workday of more than 12 hours, including the employee's time of departure from home to the time the employee arrives back to the Employee Residence

# Transportation Guidelines

## Personal Vehicle Use (Not Recommended)

- Employees may be reimbursed the rate based on the [IRS Standard Mileage Rate](#)

**As a general rule, personal vehicles should only be used when they are a less expensive means of transportation or when an agency owned vehicle is unavailable or impractical**

**\*\*Mileage form required for reimbursement**

## Air Travel

- With the exception of travel to Washington D.C. and Albany, air travel is permitted for trips of more than 200 miles from Manhattan

**Washington, DC and Albany, NY are frequent travel destinations for City employees. In an effort to minimize the City's travel expenditures for these cities, employees should use rail, City-owned vehicles, or personal vehicles for travel to or from these cities.**

**Airline travel to or from Washington or Albany is generally not permitted, except when express train service would be permissible and express service is either not available or would be less economical than air travel.**

**\*\*Original receipts required for reimbursement**

## Railroad

- Travelers should use economy or coach rates as well. If it is necessary to take Acela Service, justification must be submitted with your Expense Report. **\*\*Original receipts required for reimbursement**

## Taxi Service

- Taxi Service should be used for business purposes only:
- Home/Work to Airport
- Airport to Hotel
- Hotel to Airport
- Airport to Home/Work

- Taxi usage outside of the above conditions will require justification; Approval is not guaranteed

**As a rule, Taxi services must not be used for City business. However, the cost of Taxi transportation, whether incurred for Local or Long-Distance Travel, may be allowable under certain exceptional circumstances. Considerable caution is required in the use of Taxis.**

**\*\*Original receipts required for reimbursement**

## Lodging Rates

- Travelers lodging will be reimbursed at the rates established by the Federal Govt (per diem)

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Per Diem Mobile App is also available:

<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-mobile-app>

- The rates do not include room taxes (for destinations outside of New York State).
- For New York State Destinations you must obtain a tax-exempt letter from Accounts Payable and provide them with the **hotel name, address** and the **reservation number**.
- Lodging accommodations may be paid at the lower of actual cost or 150% of the “maximum federal lodging amount” (for conference hotels only).

**\*\*Original checkout bill (showing daily rate breakdown) required for reimbursement. Failure to submit checkout bill is subject to review and may result in non-reimbursement**

**CUNY Central Office has advised \*\*3<sup>rd</sup> Party Agencies (i.e. Expedia, Travelocity etc.) should not be used when booking travel. Please book directly with the lodging hotel to assure you receive a detailed check out bill which is required.**

# Meal Guidelines

- Reimbursement for meals is permitted only when the traveler engages in overnight travel as described in Directive 6
  - Meal reimbursements, which includes taxes and tips will be at the rates established by the Federal Gov't (per diem). <https://www.gsa.gov/travel/plan-book/per-diemrates>
- Conference provided meals are non-reimbursable

**If you have questions or concerns please feel free to contact us at [ap@lagcc.cuny.edu](mailto:ap@lagcc.cuny.edu) or at ext. 5723**

Please visit our website: <http://www.lagcc.cuny.edu/AP>  
for Additional Information