



State University
Construction Fund

Appendix F
Schedule of Current Travel
Reimbursement Rates

Appendix F

Lodging/M Meal Allowance for Consultant Travel Effective Oct 1, 2020 thru Sep 30, 2021 (Maximum Rates Include Tax)

(Individual Meal Allowances on Page 4)

City	County/Campus	Max Lodging Amount	Meal Rate
Other Locations Not Listed/Specified Below		\$96	\$55
Albany	Albany (Sys. Admin & Albany)	\$114	\$61
Binghamton	Broome (Binghamton)	\$101	\$61
Buffalo	Erie (University at Buffalo & Buffalo State College)	\$106	\$66
Floral Park/Garden City / Great Neck	Nassau	\$150	\$71
Glens Falls (Oct 1 - June 30) (Jul 1 - Aug 31) (Sep 1 - Sep 30)	Warren	\$102 \$168 \$102	\$66 \$66 \$66

Schedule of Current Travel Reimbursement Rates

City	County/Campus	Max Lodging Amount	Meal Rate
Ithaca	Tompkins (Cornell)	\$134	\$66
Kingston	Ulster	\$113	\$66
Lake Placid (Oct 1 - Feb 28) (Mar 1 - June 30) (Jul 1 - Aug 31) (Sep 1 - Sep 31)	Essex	\$125 \$112 \$182 \$125	\$66 \$66 \$66 \$66
New York City (Oct 1 - Dec 31) (Jan - Feb 28) (Mar 1 - June 30) (Jul 1 - Aug 31) (Sep 1 - Sep 30)	Bronx / Kings / New York / Queens / Richmond	\$286 \$159 \$258 \$220 \$286	\$76 \$76 \$76 \$76 \$76
Niagara Falls (Oct 1 - Jun 30) (Jul 1 - Aug 31) (Sep 1 - Sep 30)	Niagara	\$96 \$115 \$96	\$56 \$56 \$56
Nyack / Palisades	Rockland	\$117	\$66
Poughkeepsie	Dutchess	\$106	\$66
Riverhead / Ronkonkoma / Melville	Suffolk	\$145	\$71
Rochester	Monroe	\$114	\$61

City	County/Campus	Max Lodging Amount	Meal Rate
Saratoga Springs /Schenectady (Oct 1 - June 30) (Jul 1 - Aug 31) (Sep 1 - Sep 30)	Saratoga / Schenectady	\$116	\$61
		\$180	\$61
		\$116	\$61
Syracuse / Oswego	Onondaga / Oswego	\$101	\$61
Tarrytown / White Plains / New Rochelle	Westchester	\$142	\$76
Troy	Rensselaer	\$108	\$61
West Point	Orange	\$110	\$61

Meal Allowances

Breakfast is reimbursed if the trip starts before 7:00 AM. Dinner is reimbursed if the trip ends after 7:00 PM. **Lunch is NOT Reimbursable.**

Without Receipts:

Location	Breakfast	Dinner
All Locations	\$5	\$12

Without Meal Receipts:

Rate for Area	Breakfast	Dinner
\$55	\$11	\$44
\$56	\$11	\$45
\$61	\$12	\$49
\$66	\$13	\$53
\$71	\$14	\$57
\$76	\$15	\$61

Note: Taxes and all incidental expenses, such as tips to bellmen, porters, hotel maids, etc., are included in the allowances.

Meal Allowances Summary (include all taxes)

- Breakfast is reimbursed if the trip starts before 7:00 AM
- Dinner is reimbursed if the trip ends after 7:00 PM
- Lunch is NOT Reimbursable
- Taxes and all incidental expenses, such as tips to bellmen, porters, hotel maids, etc., are included in the allowances
- Un-receipted Breakfast is \$5, and Dinner is \$12

Mileage Rates

Effective January 1, 2021 - \$0.56/mile

- TOLLS/GAS/RENTAL CAR RECEIPTS ARE REQUIRED
- RENTAL CAR INSURANCE IS NOT REIMBURSABLE
- GASOLINE IS REIMBURSED FOR RENTAL CARS
- IF AIR TRAVEL, A COPY OF AIRLINE TICKET OR E-TICKET IS REQUIRED

Appendix F

Reimbursement of Consultant Travel

Lodging

Maximum Lodging Rates Exclude Taxes and will be reimbursed pro rata basis. For example:

Actual hotel rate paid \$100

Taxes actually paid \$20

Maximum lodging rate \$83

Maximum lodging rate \$83 = $.83 \times \$20$ (Taxes paid) = \$16.60

Actual Hotel Paid \$100

The Fund will reimburse the consultant \$83 for the hotel plus \$16.60 for taxes paid.