Business Transportation Expense Policy for **Non-Employees** – Same Day Travel

The Research Foundation for SUNY on behalf of SUNY New Paltz reimburses non-employee travelers for eligible, ***same day***, business-related transportation expenses. For transportation expenses to be eligible for reimbursement they must meet the following criteria:

1. Expenses are business-related;
2. Expenses are reasonable and prudent;
3. Reimbursement requests include:
   1. evidence of the business connection,
   2. receipts,
   3. for mileage reimbursements, the request should include a detailed log for each leg of the trip, including dates, times (if warranted), locations, mileage between each leg, current reimbursement rates, and costs;
4. All reimbursement requests are reviewed and certified as accurate by the Principal Investigator/Project Director of the award to be charged and submitted to OSP for processing within **30 days** of occurrence. Note that specific programs and/or Sponsors may have more restrictive deadlines that must be followed.

**Important:** with justification for the delay, reimbursement requests will be accepted up to 45 days after occurrence. Unless extraordinary, catastrophic circumstances can be proved that prevented the submission of the request, no request will be accepted or processed by OSP after **45** days[[1]](#footnote-1) from the date the expense was incurred.

Advances/Lodging/Meals/Incidentals (ALMI) – Non-employees engaged in ***same day*** business-related travel are not eligible to receive advances, lodging, meals, or incidentals. Non-employees in official travel status, ***overnight*** travel for business purposes, are eligible for ALMI; please see the RF Travel Policy.

Types of Eligible Expenses – Non-employees are expected to travel by the method most conducive to achieving the objectives of the trip while balancing cost, time, and safety. Added costs incurred for the convenience of the traveler, such as travel by circuitous routes or for personal reasons, are the responsibility of the traveler. Types of expenses include:

* Mileage for personally-owned vehicles at the effective standard, federal rate,
* Rental cars and gas,
* Tolls and parking fees,
* Taxis, shuttles, buses, trains, etc.

1. §200.343 (a) of the federal Uniform Guidance, effective 12/26/2014, “The non-Federal entity must submit, no later than 90 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award.” In order to comply with federal regulations that require awards to be closed out 90 days after the end date, OSP requires all requests for reimbursement, be submitted within 30 days of occurrence to allow the expenditure to hit the general ledger and be included in drawdowns and financial reports. [↑](#footnote-ref-1)