




PURCHASING OFFICE

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CCNY Procurement Bulletin #6

To: All Departmental Procurement Liaisons

From: Mario Crescenzo, Jr. 
Director of Purchasing and Contracts

Subject: Travel Requirements

Date: March 5, 2009

On February 13, 2009, the Office of the State Comptroller (OSC) issued a memo regarding New York State (NYS) travel rules. In short, the memo highlighted the following points:

1. Every employee, including Commissioners and other Agency Heads, is required to follow NYS travel rules as outlined in the OSC travel manual. The travel manual can be found online at <http://www.osc.state.ny.us/agencies/travel/travel.htm>.
2. Certification of Vouchers: In addition to the traveler's certification, all travel expenses must be independently reviewed and certified as being necessary and on behalf of the agency in order to insure appropriateness. While the travel voucher uses the words "Supervisor's Certification," in the case of a Commissioner or other Agency Head, the certifier reviewing the expenses may be someone in a position of authority who is knowledgeable of the travel rules.
3. Exceeding Lodging Rates: When using the receipted Method (Method 2), travelers are reimbursed actual lodging expenses up to the United States General Services Administration (GSA) established rate. When a traveler is unable to find a hotel within the maximum federal lodging per diem rate, the traveler must obtain prior approval to exceed the federal rate. This approval must be from the Vice President of Finance and Administration and must be documented as requested and approved in advance unless **UNFORSEEN** circumstances prevent this from happening. Lodging Expenses should be reimbursed up to the maximum GSA rate in effect if documented prior approval is not obtained.
4. Personal Use of State Travel Cards: State Travel Cards are to be used to pay expenses only relating to travel costs incurred when conducting official State business. Employees may not use travel cards to make personal purchases, even if they intend to reimburse the State. In addition travel cards may not be used to pay expenses that are not travel related. A procurement card should be used when making State purchases of goods and/or services not related to employee travel.

Employees traveling on College business can obtain additional information or the necessary forms to complete their travel voucher by contacting either Sapphire Howard at 212-650-5056 or AnnMarie Ebanks at 212-650-8578.