

TO: All Lehman College Faculty and Staff

FROM: Gina Harwood, AVP for Financial Operations

RE: Important Information Regarding Travel Expense Claims

DATE: January 30, 2015

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I am sending this memo to remind everyone that requests to exceed the daily hotel per diem or the coach fare travel allowance must be approved by the Office of Financial Operations before securing the reservation. In addition, the government rate must be booked for Amtrak travel. We have recently been informed by CUNY Central that we cannot use tax levy sources for expenditures exceeding these travel allowances if the traveler did not request approval prior to the trip.

The following link will take you to the federal GSA website listing the maximum per diems for both lodging and meals by City within the USA.

<http://www.gsa.gov/portal/category/100120>.

Please note that since New York State does not reimburse for lunch, we apportion the same meal allowances between breakfast and dinner using an approximate 20%/80% ratio.

It is essential that all travelers obtain the government rate for all hotel stays including conferences. Please be sure to ask for this rate at the time of booking. It is only in instances where the conference hotel will not honor the government rate on account of the conference that a request to exceed the maximum daily hotel per diem can be submitted to the Office of Financial Operations for approval.

The following two websites can help you find hotels that have government rates within the GSA allowances. Fedrooms.com at <http://www.gsa.gov/portal/content/104419> or the WSCA-NASPO travel center at <http://us.travelctm.com/wsca/>. When using these website please be sure to identify yourself as a New York State employee.

In the event that you need to exceed the daily hotel per diem or incur travel charges in excess of the state's allowances, please send your request together with the concurrence of your supervisor, directly to [gina.harwood@lehman.cuny.edu](mailto:gina.harwood@lehman.cuny.edu) with a justification as to why you are requesting this approval. The approval from the Office of Financial Operations must be attached to your trip's expense report when it is submitted through CUNYfirst upon your return.

Persons who do not get this approval prior to their trip will need to pay the difference between what would have been allowed versus the actual costs incurred. Depending on the funding streams available to your department these monies will need to come from either non tax levy sources or personal funds.

For further information the link to the state's travel guidelines is as follows:

<http://www.lehman.edu/administration/business-office/documents/OSCTravelManual10-20132.pdf>

If you have any questions, or need any assistance, please do not hesitate to reach out to me at X8245 or Accounts payable at X8263. Thank you.