Professional Development Program
Rockefeller College
University at Albany State University of New York

Travel Policy for:	Healthy Families Training Institute - Attendee
Date(s) of the Institute:	September 18-20, 2017
Institute Location and Hotel for Overnights:	The Desmond Hotel, 660 Albany Shaker Rd, Albany, NY 12211

You must complete a Travel Payment Request Form to obtain reimbursement for your eligible travel expenses to and from the institute from your agency location. Travel Payment Request Forms and instructions will be distributed at the institute. **All Travel Payment Request Forms must be completed and received no later than September 30, 2017. We encourage you to complete your Travel Payment Request Form at the institute and submit to registration desk staff on September 19 or 20.**

You are free to choose the mode of transportation. However, you must use the most economical method of travel unless there are circumstances that would make this unreasonable. If you choose to travel by a more expensive method of transportation when a more economical method is available, you will be reimbursed at the mileage rate of $.21 per mile only. The cost of public transportation will be reimbursed at or below the cost of the mileage reimbursement, whichever is lower.

If you drive an agency car, you will be reimbursed for tolls and parking only. No reimbursement will be made for mileage, gas, or repairs.

Personal Car:

- If you drive less than 35 miles one-way, you will not be reimbursed by The Research Foundation for The SUNY. Travel will be subject to your agency's reimbursement policy.
- If you drive 35 miles or more one-way, you will be reimbursed by The Research Foundation for The SUNY at the rate of $.21 per mile.
- The Research Foundation for The SUNY will not reimburse for normal operating costs, such as gas, oil, maintenance, repairs, or insurance.
- Carpooling should be used when available and only the designated driver will be reimbursed.

Mileage is calculated from each agency office and will be reimbursed according to the **Mileage Reimbursement Chart** included with the Travel Payment Request Form. No reimbursement is made for mileage from home to the training site or from other hotels to the training site for overnight institute attendees.

Travel Payment Request Forms can either be submitted onsite at the institute on September 19 or 20, or can be mailed in the envelope provided to you at the registration desk; however, they must be received no later than September 30.

To submit your Travel Payment Request Form onsite, you will need original receipts for all travel expenses, except for the return-trip toll receipts and dinner (see Accommodation Policy). You can submit your reimbursement request onsite with just your one-way toll receipt, which will then be doubled by The Research Foundation for The SUNY for your return trip toll reimbursement.

If submitting your Travel Payment Request Form after the institute (by mail), then original receipts for all travel expenses, including tolls (roundtrip), are required. No receipts for dinner are required (see Accommodation Policy).

Taxi expenses eligible for reimbursement are limited to round-trip transportation from the Albany/Rensselaer Amtrak Station or the Albany Bus Station to the training site. Original taxi receipts may include tips as long as they are not excessive (20% or less).

Please use the chart on the Addendum to Travel Payment Request Form to note any eligible travel changes that occurred, i.e., mileage you incurred picking up carpoolers.

If your agency purchased train or bus tickets for you, please submit your original receipts to them. Your agency must bill The Research Foundation for The SUNY directly for the travel costs and submit the original receipts with their bill no later than September 30, 2017. The Research Foundation for The SUNY will not reimburse the traveler when the agency purchased the tickets.