



STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF MANAGEMENT SUPPORT
AGENCY BLDG. 4 - 19TH FLOOR
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JONATHAN LIPPMAN
Chief Administrative Judge

ANN T. PFAU
Deputy Chief Administrative Judge

JOSEPH M. DECHANTS
Assistant Deputy Chief
Administrator

BUDGET BULLETIN	NUMBER 336	December 3, 2001
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TO: Holders of the Financial Planning and Control Manual

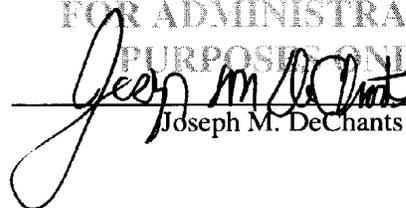
SUBJECT: Travel Reimbursement Rates - January 1, 2002

**** This supersedes the business-related travel reimbursement rate provisions promulgated via Budget Bulletin number 331, dated December 21, 2000.***

Attached are amended sections 1.070 and 2.030 of Part VI of the Financial Planning & Control Manual. These amendments reflect revised reimbursement rates for business-related lodging, meals and personal car mileage which are effective as of **January 1, 2002**. Changes are minimal. Included is an increase in the maximum per diem for lodging in Albany (to \$96.00) and an increase in rate per mile for business-related use of a personal car from \$.345 to \$.365.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, business-related travel reimbursements.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY


Joseph M. DeChants

State of New York
Unified Court System
Financial Planning & Control Manual

Date: 12/3/01	Subject: Travel Rules For Nonjudicial Employees	Part/Chapter VI/1.070
Supersedes: 12/21/00		Page: 1

1.070.1 PER DIEM TRAVEL EXPENSE REIMBURSEMENT RATES (MAXIMUMS)
FOR ALL NONJUDICIAL EMPLOYEES

Effective January 1, 2002:

<u>CITY</u>	<u>COUNTY</u>	<u>LODGING</u>	<u>BREAKFAST</u>	<u>DINNER</u>
Albany	Albany	\$96.00	\$8.00	\$34.00
Buffalo	Erie	\$90.00	\$8.00	\$34.00
Glens Falls	Warren	\$75.00	\$7.00	\$27.00
Great Neck	Nassau	\$195.00	\$8.00	\$34.00
Ithaca	Tompkins	\$75.00	\$7.00	\$27.00
Kingston	Ulster	\$90.00	\$8.00	\$30.00
Lake Placid	Essex	\$75.00	\$8.00	\$30.00
New York City (Except Staten Island)	Bronx, Kings, New York and Queens	\$198.00	\$9.00	\$37.00
Niagara Falls	Niagara	\$75.00	\$7.00	\$27.00
Palisades/ Nyack	Rockland	\$90.00	\$8.00	\$30.00
Poughkeepsie	Dutchess	\$75.00	\$8.00	\$30.00
Rochester	Monroe	\$90.00	\$8.00	\$34.00
Saratoga Springs	Saratoga	\$95.00	\$8.00	\$30.00
Staten Island	Richmond	\$195.00	\$8.00	\$34.00
Suffolk County	Suffolk County	\$195.00	\$8.00	\$30.00
Syracuse	Onondaga	\$75.00	\$7.00	\$27.00
Waterloo / Romulus	Seneca	\$75.00	\$7.00	\$27.00
Watkins Glen	Schuyler	\$75.00	\$7.00	\$27.00
West Point	Orange	\$165.00	\$7.00	\$27.00

State of New York
Unified Court System
Financial Planning & Control Manual

Date: 12/3/01	Subject: Travel Rules For Nonjudicial Employees	Part/Chapter VI/1.070
Supersedes: 12/21/00		Page: 2

1.070.1 PER DIEM TRAVEL EXPENSE REIMBURSEMENT RATES (MAXIMUMS)
FOR ALL NONJUDICIAL EMPLOYEES

Effective January 1, 2002:

<u>CITY</u>	<u>COUNTY</u>	<u>LODGING</u>	<u>BREAKFAST</u>	<u>DINNER</u>
White Plains	Westchester	\$165.00	\$8.00	\$34.00
New York State Counties Not Listed Above		\$75.00	\$6.00	\$24.00

* For out-of-state and foreign per diem travel reimbursement rates, please consult the U.S. General Service Administration (GSA) Website: <http://www.policyworks.gov/perdiem>

Meal Allowances

The per diem meal allowances for breakfast and dinner are allocated as follows:

<u>Meal Allowance</u>	<u>Breakfast</u>	<u>Dinner</u>
\$46	\$9	\$37
\$42	\$8	\$34
\$38	\$8	\$30
\$34	\$7	\$27
\$30	\$6	\$24

State of New York
Unified Court System
Financial Planning & Control Manual

Date: 12/3/01	Subject: Travel Rules For Nonjudicial Employees	Part/Chapter VI/1.070
Supersedes: 12/21/00		Page: 3

1.070.2 MILEAGE REIMBURSEMENT RATES FOR ALL NONJUDICIAL EMPLOYEES

Effective January 1, 2002:

\$.365 Per Mile

1.070.3 TAXI FARE ALLOWANCE

Employees may be reimbursed for actual costs incurred for receipted taxi or common carrier expenses between their residence or official station and a transportation terminal. However, taxicab or common carrier expense reimbursement will not be permitted when regularly established subway, bus or train transportation is available unless fully justified. Justification for the use of a taxicab or car service may consider, among other issues, the relative accessibility and economy of utilizing public transportation, and/or the relationship between the traveler's itinerary and public transportation's arrival/departure schedules. Absent the required justification, taxicab or common carrier expense reimbursement will be limited to the cost of the least expensive public transportation available to and from the common carrier terminal.

1.070.4 OTHER TRAVEL EXPENSES

Travel reimbursement for mileage and receipted tolls will be allowed for travel between an employee's residence or official station and a common carrier terminal. In addition to this round-trip reimbursement for mileage and tolls, travelers may also be reimbursed for receipted parking expenses incurred at a common carrier terminal. However, parking expenses must be considered in determining the most economical mode of transportation. Reimbursement for total mileage, tolls and parking expenses incurred when traveling to or from a common carrier terminal will not be permitted unless fully justified as the most economical mode of transportation. Justification for the use of a personal car may consider, among other issues, the relative accessibility and economy of utilizing public transportation, and/or the relationship between the traveler's itinerary and public transportation arrival/departure schedules. Absent the required justification, reimbursement will be limited to the cost of the least expensive public transportation available to and from the common carrier terminal.

State of New York
Unified Court System
Financial Planning & Control Manual

Date: 12/3/01	Subject: Judicial Travel Reimbursement	Part/Chapter VI/2.030
Supersedes: 12/21/00		Page: 1

2.030 PER DIEM TRAVEL EXPENSE REIMBURSEMENT RATES (MAXIMUMS)

Effective January 1, 2002:

<u>CITY</u>	<u>COUNTY</u>	<u>LODGING</u>	<u>BREAKFAST</u>	<u>DINNER</u>
Albany	Albany	\$96.00	\$8.00	\$34.00
Buffalo	Erie	\$90.00	\$8.00	\$34.00
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Supersedes: 12/21/00		Page: 2

2.030 PER DIEM TRAVEL EXPENSE REIMBURSEMENT RATES (MAXIMUMS)

Effective January 1, 2002:

<u>CITY</u>	<u>COUNTY</u>	<u>LODGING</u>	<u>BREAKFAST</u>	<u>DINNER</u>
White Plains	Westchester	\$165.00	\$8.00	\$34.00
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\$42	\$8	\$34
\$38	\$8	\$30
\$34	\$7	\$27
\$30	\$6	\$24

Mileage Reimbursement (Statewide)

Effective January 1, 2002:

\$.365 Per Mile