

Child Poverty Reduction Advisory Council (CPRAC) Travel Reimbursement Information

CPRAC members may be reimbursed for **travel costs associated with CPRAC duties**. If you are traveling for a CPRAC meeting, please keep track of all your receipts, fill out the forms that match your travel plans, and submit your forms with receipts to OTDA.

Multi-day travel (overnight stay):

Lodging:

- You may be reimbursed for lodging if you are staying overnight in Albany
- When booking a hotel stay, request the Government Rate of \$114
- Taxes will be charged for non-State employees
- **Please complete form AC3257-S***

Meals:

- You may be reimbursed \$69 per night for overnight meals, which includes dinner for the night spent in a hotel and breakfast the following morning
- You may be reimbursed \$14 for breakfast and/or \$55 for dinner if your travel meets certain requirements, e.g. early morning or late day travel
- If full meals are provided by the Council, those meals are not claimable
- Receipts for meals are not needed, as meals are reimbursed at a flat rate
- **Please complete form AC3257-S***

One-day travel (no overnight):

Meals:

- You may be reimbursed \$5 for breakfast and/or \$12 for dinner if your travel meets certain criteria, e.g. early morning or late day travel
- If full meals are provided by the Council, those meals are not claimable
- **Please complete form AC3257-S***

Transportation (for one-day travel and overnight stays):

Overall:

- You may be reimbursed the cost of transportation if your travel requires use of a train, airline, rental car, train, or your personal vehicle
- All travelers are expected to use the most economic mode of transportation
- Receipts for tolls, parking, and more must be kept and submitted

Airfare/train:

- NYS will reimburse for coach class only, not business class
- **Please complete form AC3257-S***

Car:

- You may be reimbursed \$0.625 per mile if you are driving your personal car or renting a car
- If you are renting a vehicle, please keep receipts for gas as well
- **Please complete form AC3257-S* and form AC160-S**

Parking:

- You may be reimbursed for parking if you are traveling to Albany
- Parking is available at Empire State Plaza for \$10/day
- Street parking may be available as well, metered or otherwise
- **Please complete form AC3257-S***

Please keep all receipts related to your CPRAC travel, including if you are unsure about the eligibility of a specific expense for reimbursement. Digital copies of all claim forms will be provided. If you have questions about your travel for CPRAC, please reach out to OTDA Senior Advisor Isaac McGinn at isaac.mcginin@otda.ny.gov.

**Where form AC3257-S asks for "Vendor Name," please enter your name. Where form AC3257-S asks for "Vendor ID," please leave the field blank, unless you have already been assigned a Vendor ID in SFS.*