



State University
Construction Fund

Appendix F

Schedule of Current Travel Reimbursement Rates

Appendix F

**Lodging/M Meal Allowance for Consultant Travel
Effective January 1, 2024 thru September 30, 2024
(Maximum Rates Include Tax)**

(Consultant Overnight Travel)

City	County/ Campus	Max Lodging Amount	Max Meal Rate	Breakfast (20% of Max Meal Rate)	Dinner (80% of Max Meal Rate)
Other Locations Not Listed/Specified Below		\$107	\$59	\$12	\$47
Albany	Albany (Sys. Admin & Albany)	\$114	\$69	\$14	\$55
Binghamton	Broome (Binghamton)	\$113	\$64	\$13	\$51
Buffalo	Erie (University at Buffalo & Buffalo State College)	\$117	\$69	\$14	\$55

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City	County/ Campus	Max Lodging Amount	Max Meal Rate	Breakfast (20% of Max Meal Rate)	Dinner (80% of Max Meal Rate)
Floral Park/Garden City / Great Neck	Nassau	\$151	\$74	\$15	\$59
Glens Falls (Oct 1 - June 30) (Jul 1 - Aug 31) (Sep 1 - Sep 30)	Warren	\$119 \$198 \$119	\$69 \$69 \$69	\$14	\$55
Ithaca	Tompkins (Cornell)	\$139	\$74	\$15	\$59
Kingston	Ulster	\$141	\$69	\$14	\$55
Lake Placid (Oct 1 - Feb 28) (Mar 1 - June 30) (Jul 1 - Aug 31) (Sep 1 - Sep 31)	Essex	\$169 \$140 \$220 \$169	\$79 \$79 \$79 \$79	\$16	\$63
New York City (Oct 1 - Dec 31) (Jan 1 - Feb 28) (Mar 1 - June 30) (Jul 1 - Aug 31) (Sep 1 - Sep 30)	Bronx / Kings / New York / Queens / Richmond	\$315 \$169 \$258 \$225 \$315	\$79 \$79 \$79 \$79 \$79	\$16	\$63
Niagara Falls (Oct 1 - May 31) (Jun 1 - Aug 31) (Sep 1 - Sep 30)	Niagara	\$107 \$141 \$107	\$69 \$69 \$69	\$14	\$55

Schedule of Current Travel Reimbursement Rates

City	County/ Campus	Max Lodging Amount	Max Meal Rate	Breakfast (20% of Max Meal Rate)	Dinner (80% of Max Meal Rate)
Nyack / Palisades	Rockland	\$126	\$69	\$14	\$55
Poughkeepsie	Dutchess	\$113	\$69	\$14	\$55
Riverhead / Ronkonkoma / Melville	Suffolk	\$150	\$69	\$14	\$55
Rochester	Monroe	\$119	\$69	\$14	\$55
Saratoga Springs /Schenectady (Oct 1 - June 30) (Jul 1 - Aug 31) (Sep 1 - Sep 30)	Saratoga / Schenectady	\$121 \$204 \$121	\$64 \$64 \$64	\$13	\$51
Syracuse / Oswego	Onondaga / Oswego	\$116	\$64	\$13	\$51
Tarrytown / White Plains / New Rochelle	Westchester	\$151	\$74	\$15	\$59
Troy	Rensselaer	\$118	\$64	\$13	\$51
West Point	Orange	\$121	\$64	\$13	\$51

Meal Allowances

The State University Construction Fund (SUCF) will reimburse up to the GSA rates (receipts are required).

Without Receipts:

Location	Breakfast	Dinner
All Locations	\$5	\$12

Meal Allowances Summary (include all taxes)

- Breakfast is reimbursed if the trip starts before 7:00 AM
- Dinner is reimbursed if the trip ends after 7:00 PM
- Lunch is NOT Reimbursable
- Taxes and all incidental expenses, such as tips to bellmen, porters, hotel maids, etc., are included in the allowances.

Mileage Rates

Effective January 1, 2024- \$0.67/mile

- TOLLS/GAS/RENTAL CAR RECEIPTS ARE REQUIRED
- RENTAL CAR INSURANCE IS NOT REIMBURSABLE
- GASOLINE IS REIMBURSED FOR RENTAL CARS
- IF AIR TRAVEL, A COPY OF AIRLINE TICKET OR E-TICKET IS REQUIRED

Appendix F

Reimbursement of Consultant Travel

Lodging

Maximum Lodging Rates Exclude Taxes. Taxes will be reimbursed pro rata basis.

Example 1:

Maximum lodging rate \$150

Actual hotel paid \$150

Taxes paid \$20

The Fund will reimburse the consultant \$170 (max lodging rate + taxes)

Example 2:

Maximum lodging rate \$150

Actual hotel paid \$200

Taxes paid \$25

The Fund will reimburse the consultant \$168.75 (max lodging rate of \$150 + prorated taxes [$\$25 * (\$150 / \$200)$])