NEW YORK STATE Department of Corrections and Community Supervision **DIRECTIVE**	TITLE **Reimbursement of Travel Expenses for Transfer of Incarcerated Individuals**		NO. 2725 DATE 06/15/2026
SUPERSEDES DIR #2725 Dtd. 03/05/24	DISTRIBUTION A	PAGES PAGE 1 OF 4	DATE LAST REVISED
REFERENCES (Include but are not limited to) NYCRR Title 2; ACA Expected Practice 5-ACI-1C-19; Directives #2729, #2724; NYSCOPBA Collective Bargaining Agreement; OSC Guide to Financial Operations	APPROVING AUTHORITY		

I. DESCRIPTION: This procedure provides instructions for the reimbursement of travel expenses associated with the transfer of incarcerated individuals. This procedure is to reimburse security personnel for travel expenses when they are involved in transferring incarcerated individuals from one facility to another, escorting incarcerated individuals to court, on funeral and sick visits, or assigned to hospital duty on a temporary basis. The facility NET card may be used to reserve lodging if the Officer does not have a State-issued travel card and there is insufficient time to obtain one.

NOTE: IN AN INSTANCE WHERE HOSPITAL DUTY IS A BID-TYPE POST, THE ASSIGNMENT IS CONSIDERED A PERMANENT DUTY ASSIGNMENT; THEREFORE, THE INCUMBENT IS NOT ENTITLED TO ANY TRAVEL REIMBURSEMENT.

NOTE: Travel expense reports should be submitted on a timely basis. Employees are expected to submit expense reports within 21 days of completion of the trip when utilizing State-issued corporate credit cards. Any expense report not submitted within 30 calendar days of the travel date may be rejected unless the employee provides mitigating reasons for the delay.

II. DEFINITIONS

A. Escort Meal Allowance: As written in 17.4 of NYSCOPBA collective bargaining agreement: "(a) The Employer will provide all employees who escort wards of the State between the hours of 11:00 a.m. and 1:00 p.m., and who are responsible for the purchasing of a noon meal for said wards, a subsidy of $3.50 for the purpose of purchasing their own meal. (b) All employees required to escort wards on trips and to remain with those wards while on that trip, and who are required to begin and end their workday at their official station shall be eligible for escort meal allowances while in travel status. All requirements for that reimbursement must be met except for the requirement that the employee must be over 35 miles from home in order to be eligible."

B. Day Trip Reimbursement

1. Travelers may be reimbursed for breakfast and/or dinner for day trips based on departure and return times. Travelers are entitled to reimbursement for breakfast if they have to leave at least one hour before their normal work start time, and/or for dinner if they return at least two hours later than their normal work ending time.
2. Travelers without meal receipts are reimbursed $5 for breakfast and/or $12 for dinner. For example, a traveler leaves Albany at 7:00 a.m. for New York City. The traveler arrives back in Albany the same day at 6:00 p.m. The traveler's scheduled work hours are from 8:00 a.m. to 4:00 p.m. The traveler is entitled to $5 for breakfast and $12 for dinner. All requirements for reimbursement must be met.

3. Travelers with meal receipts are reimbursed up to the maximum amount of the meal per diem allowance (Method 2) specified for the particular travel destination. The meal per diem allowance is apportioned for breakfast and dinner. Please refer to the Office of the State Comptroller's (OSC) Guide to Financial Operations, Chapter XIII, Section 4.D for current meal breakdowns.
4. Day trip meal reimbursements are reportable as income to the Internal Revenue Service (IRS).

III. PROCEDURE

A. Guidelines for Transfer Expenses

1. Officers escorting incarcerated individuals who are being transferred are considered to be in travel status when the destination is over 35 miles from home and official station. All OSC rules and current rates apply to their reimbursement for travel expenses and day trip meals.

   Exception: The State will provide Correction Officers, Sergeants, and Lieutenants who escort incarcerated individuals between the hours of 11:00 a.m. and 1:00 p.m. and who purchase a noon meal for said incarcerated individuals a subsidy of $3.50 for the purpose of purchasing their own noon meal. Eligibility extends to all Officers, Sergeants, and Lieutenants involved in the escort and is not limited to the employee making the purchase of the incarcerated individual's meal. Payment of the $3.50 subsidy is contingent upon submission of the receipt required in subsection III-A-2 for the incarcerated individual's meal (refer to Article 17.4 NYSCOPBA collective bargaining agreement).

   NOTE: Any non-overnight meal allowances paid to personnel are to be reported as wages in accordance with OSC's Guide to Financial Operations, Chapter XIII.12.

2. Meals for Incarcerated Individuals
   a. Lunches purchased, when required for an incarcerated individual, documented by a receipt and approved by appropriate facility administrative staff, will be allowed at actual cost up to but not to exceed $3.50.
   b. Breakfast and dinner charges, when purchased for an incarcerated individual, will be allowed at actual cost, up to but not to exceed the allowable State rates, and must be documented by a receipt.

B. Guidelines Specific to Travel to Outside Hospital Services

1. Mileage: Reimbursement for use of personal car for travel less than 35 miles from either home or official station.
   a. If an Officer reports for duty to the facility and is subsequently assigned duty at a local hospital, mileage from the facility to the hospital will be allowed if a pool vehicle is not available or the facility has a Memorandum of Understanding (MOU) for outside hospital coverage.
   b. If an Officer is instructed to return to the facility at the end of their shift, mileage will be allowed from the hospital to the facility only when written instructions issued by the shift supervisor reflecting the need for the Officer's return to the facility are submitted.

c. If an Officer is instructed to report to the hospital directly from their place of residence, mileage reimbursement will be calculated using the "lesser of mileage rule" for traveling in proximity of official station or home.

(1) Travel in Proximity of Official Station or Home: When an employee is assigned to work at an alternate work location that is less than 35 miles from either their home or their official station, the employee is not considered to be in travel status but rather is considered to be traveling in proximity of their official station.

(2) When traveling in proximity of home or official station, an employee using a personal vehicle is, as outlined below, entitled to reimbursement of transportation expenses associated with travel:

(a) From home to an alternate work location

(b) Between the official station and an alternate work location

(c) Between alternate work locations

(d) From an alternate work location to the employee's home

(3) When travel is from an employee's home to an alternate work location, or from an alternate work location to home, transportation expenses must be reimbursed using the lesser of 1) mileage between the employee's home and the alternate work location, or 2) mileage between the employee's official station and the alternate work location, times the IRS mileage reimbursement rate. This reimbursement method is called the "lesser of mileage rule."

(4) When travel is between an employee's official station and an alternate work location, or between two or more alternate work locations, transportation expenses will be reimbursed by payment for the actual mileage between such locations, times the IRS mileage reimbursement rate.

(5) The expense of meals or lodging within the proximity of the official station will not normally be reimbursed, unless it is in the best interest of the State as determined by the Chief Fiscal Officer in Central Office or the Superintendent in a facility.

(6) Reimbursement for travel in the proximity of the home or the official station is subject to the audit of OSC.

(7) No transportation costs will be allowed between any employee's home and their official station. (Reference: NYCRR Title 2, Chapter I, Section 8.2, 8.4, and 8.6 Comptroller's Rules and Regulations.)

2. Meals

a. An Officer assigned to a hospital within a 35-mile radius of the facility will be entitled to receive the overtime meal allowance when eligible under applicable overtime rules. See Directive #2729, "Reimbursement of Overtime Meals."

b. An Officer assigned to a hospital more than 35 miles from their official duty station and place of residence is in travel status.

If the individual is on overtime and does not meet the time requirements for travel meals, they may be eligible for overtime meals if the overtime meal requirements are met.

An employee cannot receive both an overtime and a travel meal allowance for the same period. If eligible, they can receive one or the other.

C. Individual Facility Policies: Current individual facility policies that provide for reimbursement less than that allowed by the Comptroller's rules are to be forwarded to the Deputy Commissioner for Administrative Services for review and approval. OSC travel rules and proximity mileage rules must be followed unless specific facility policy approved by the Deputy Commissioner for Administrative Services is granted.

D. Facility Preparation of Travel Expense Reports: The Facility Business Office shall:

1. Receive Form #AC-132-S, "Employee Report of Travel Expenses and Claim for Payment," from traveler, with supervisor approval (see Directive #2724, "Travel Voucher Preparation").
2. Pre-audit for completeness and accuracy, any necessary change must be made by the employee:
   a. Facility name in "Agency Name" space
   b. Facility code in "Business Unit/Department Code" space
   c. NYS Employee ID number in "Employee ID" space, followed by official duty station
   d. Street address in "Official Station Address"
   e. Last name, first name, middle initial, followed by complete address
   f. Start location street address and zip code are required
   g. Destination location street address and zip code are required
   h. Dates, times, dollars, receipts, and other data are to be entered using same guidelines as a regular voucher for travel reimbursement
   i. Regular shift in "Normal Work Hours" space. "Various" is not acceptable. If travel is for more than one day with alternative shifts, Form #AC-3256-S, "Statement of State Corporate Travel Card Charges," must be attached to the expense report.
   j. Original employee and supervisor signature in certification block
3. Process the Travel Expense Report in accordance with OSC rules and regulations.