

HBITS FAQ's

TRAVEL INVOICING

CONTRACT TRAVEL DETAILS ARE LOCATED AT SECTIONS:

3.3 Hourly Wage Rates and Travel, and

5.19.2 Terms and Conditions for Travel, Meals, and Lodging.

STATE AGENCIES/CONTRACTORS

Q. Who do we contact for travel reimbursement?

A. Reimbursement and guidelines are handled/processed at the State Agency level and must follow the OSC travel guidelines at <http://www.osc.state.ny.us/agencies/travel/travel.htm>. State Agencies should contact their Finance travel administrator for processing reimbursements.

CONTRACTORS

Q. Where do we forward travel invoices?

A. Invoicing for travel expenses should be sent directly to the State Agency. OGS does not get billed or pay travel expenses on the behalf of State Agencies.

Q. Are consultants allowed travel reimbursement for travel to and from a designated work location (commuting expenses)?

A. As outlined in Section 3.3, "The Contractor agrees that Consultants shall not be separately reimbursed for expenses incurred for travel to and from a designated work location (commuting expenses)."

Q. Do we report travel expenses on the Monthly Report Form 8 or quarterly reports?

A. Travel expenses should not be included on the Monthly Report Form 8 or quarterly reports as OGS does not pay or sub-bill for travel expenses under the HBITS Contract.

Q. Is travel expenses included in the Administrative Fee?

A. As outlined in Section 6.2.4, "Costs associated with travel that are billed to the State are excluded from the Administrative Fee remittance payment."