

**Reference:** FINANCE AND ADMINISTRATION  
**Title:** TRAVEL GUIDELINES  
**Policy Number:** 03-02-08  
**Issue Date:** 09/30/2001

## **I PURPOSE**

The purpose of this policy is to define the reference point for the NFTA travel guidelines.

## **II POLICY**

A comprehensive travel policy with appropriate guidelines was originally adopted by the NFTA Board of Commissioners on May 28, 1993 (Item VI (A)(e)) to provide for travel and reimbursement uniformity throughout the Authority. All employees who travel on NFTA/NFTM business must follow these guidelines.

The guidelines are amended periodically to reflect evolving NFTA policy as well as changes to mileage and per diem rates.

### **Mileage rate effective 01/01/2018 = \$.545**

Mileage rate effective 01/01/17 = \$.535

Mileage rate effective 01/01/16 = \$.54

Per Diem Rates - <https://www.gsa.gov/portal/category/26429>

[2018 Travel Policy](#)

[Travel Request Form \(A\)](#)

[Hotel, NYS Exemption Certificate ST-129 \(C\)](#)

[Travel Expense Reimbursement Form \(B\)](#)

[Discretionary Expense Approval Form \(D\)](#)