

**Travel Policy for:** Family Strengthening and Support Training Institute

**Date(s) of the Institute:** June 9-11, 2025

**Training Location &  
 Hotel for Overnights:** The Crowne Plaza Albany – The Desmond Hotel  
 660 Albany Shaker Rd, Albany, NY 12211

**This policy only applies to Healthy Families Program trainees.**

Prevention program staff overnight accommodations and travel expenses will be funded through your program's OCFS contract.

Social services district staff overnight accommodations and travel expenses are the responsibility of your district to pay for and arrange. Please contact your district Staff Development Coordinator with any travel or accommodation questions.

**You must complete a Travel Payment Request Form and the Addendum to Travel Payment Request Form in order to request reimbursement for eligible expenses.** Travel Payment Request Forms and instructions will be distributed at the institute. All Travel Payment Request Forms must be completed and received no later than July 15, 2025. We encourage you to complete your Travel Payment Request Form at the institute and submit to the registration desk staff on June 10 or 11.

**Travel Payment Request Forms can either be submitted on-site at the institute on June 10 or 11, or can be mailed in the envelope provided to you at the registration desk; however, they must be received no later than July 15, 2025.**

**To submit your Travel Payment Request Form on-site**, you will need original receipts for all travel expenses, except for the return-trip toll receipts and dinner (see Accommodation Policy). You can submit your reimbursement request on-site with just your one-way toll receipt, which will then be doubled by The Research Foundation for The SUNY for your return trip toll reimbursement.

**If submitting your Travel Payment Request Form after the institute** (by mail), then original receipts for all travel expenses, including tolls (roundtrip), are required. No receipts for dinner are required (see Accommodation Policy).

**Mode of Transportation and Most Economical Travel**

**You are free to choose the mode of transportation. However, you must use the most economical method of travel** unless there are circumstances that would make this unreasonable. If you choose to travel by a more expensive method of transportation when a more economical method is available, you will be reimbursed at the mileage rate of \$.21 per mile only in accordance with the uniform Mileage Reimbursement Chart. The cost of public transportation will be reimbursed at or below the cost of the mileage reimbursement, whichever is lower.

**Travel By Healthy Families Program Car**

If your Healthy Families Program designates you to drive your program's car (or a program-rented car), you can only be reimbursed for tolls and parking, if applicable. No reimbursement will be made for mileage, gas, or repairs. Additionally, you cannot be personally reimbursed for tolls and parking if these are directly paid for by your program (i.e., using your program's E-Z Pass).

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### **Travel By Personal Car**

If you drive a personal car, then the following provisions apply:

- If you drive less than 35 miles one-way, you will not be reimbursed by The Research Foundation for The SUNY and your travel will be subject to your program's travel reimbursement policy.
- If you drive 35 miles or more one-way, you will be reimbursed by The Research Foundation for The SUNY at the rate of \$.21 per mile in accordance with the uniform Mileage Reimbursement Chart attached to the Travel Payment Request Form.
- The Mileage Reimbursement Chart is based on roundtrip mileage from each Healthy Families Program office.
- Additional mileage incurred for picking up carpoolers may be considered if not excessive; however, The Research Foundation for The SUNY will not reimburse carpool riders for mileage incurred to commute to carpool pick-up sites.
- The Research Foundation for The SUNY will not reimburse additional mileage incurred traveling from your home or other hotel to the training site, for off-site excursions (e.g., travel to restaurants or shopping), or due to detours; nor for normal operating costs, such as gas, oil, maintenance, repairs, or insurance.

### **Travel By Public Transportation/Common Carrier**

For trainees traveling by public transportation, the following provisions apply:

- If you purchase train or bus tickets for your own travel, you must submit original receipts/ticket stubs to receive reimbursement.
- If your Healthy Families Program purchases train or bus tickets for you, please submit your original receipts/ticket stubs to your program. Then, your program can bill The Research Foundation for The SUNY for reimbursement of travel costs. Your program must submit the original receipts with their bill to The Research Foundation For The SUNY by July 15, 2025. The Research Foundation for The SUNY will not reimburse you when your program purchased the tickets.
- Appropriate taxi/car service charges are allowed and carpooling with other trainees is expected, where applicable.
  - Original taxi/car service receipts are required to receive reimbursement.
  - Reimbursement requests may include tips as long as they are not excessive (20% or less).
  - Please be aware that some taxi/car service companies charge peak pricing that is less economical than other companies; charges that are deemed excessive will not be reimbursed.
- The Research Foundation for The SUNY will not reimburse you for off-site excursions (e.g., travel to restaurants or shopping).

**Accommodation Policy for:** Family Strengthening and Support Training Institute

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As a trainee, you are eligible for up to two nights of lodging on the nights of June 9 and 10 (checking out on June 11) if both of the following conditions are met:

1. The training begins at 9:00 AM or earlier, **and**
2. You must travel either 50 miles or more or one hour or more from your **Healthy Families Program** office.

**OCFS notified your program of their overnight room allocation for the institute. Based on that direction, your program will assign you to either a double or single room.**

- For double rooms, The Research Foundation for The SUNY will cover the cost of double room accommodation for trainees for eligible overnight stays.
- For single rooms, your program is responsible for an additional cost per night paid to the hotel at check-in; the co-pay for a single room is \$58.50 per night.
  - At check-in, you must provide the hotel with a credit card for payment.
  - Upon check-out, it is your responsibility to confirm the correct payment method has been implemented by the hotel for the single co-pay.

**At check-in, you must present a credit card** to cover a mandatory deposit for your incidentals whether you are in a single or a double. Use of a debit card is not recommended for this purpose. All incidental (non-room) hotel expenses, such as phone calls or movie rentals, are the responsibility of the trainee and must be paid upon check-out. It is the responsibility of the trainee at the time of hotel check-out to confirm the correct payment method has been implemented by the hotel for any incidental expenses. The Research Foundation for The SUNY will not pay these expenses.

The hotel front desk staff are not authorized to make changes in your room assignment without approval from The Research Foundation for The SUNY.

The Crowne Plaza Albany - The Desmond Hotel is 100% smoke free in all guestrooms and public areas. Should you or a guest smoke in your room, a minimum fee of \$250 will be charged to you by the hotel for cleaning. The Research Foundation for The SUNY will not pay this expense.

For overnight trainees, The Research Foundation for The SUNY provides a \$15.00 per diem allowance for dinner for each eligible night (no receipts for dinner are required). Breakfast and lunch are provided for all trainees on June 10 and 11.

**You must complete a Travel Payment Request Form**, which will be provided at the institute, in order to request reimbursement for eligible expenses, including the dinner allowance (noted above), if eligible. Do not include receipts for meals with your Travel Payment Request Form; no meal receipts will be accepted. Please review and follow the instructions provided in the Travel Policy regarding submission methods and deadline for receipt of Travel Payment Request Forms.