

Hudson River-Black River Regulating District Expense/Mileage Reimbursement Procedure

Purpose:

Board Members and staff of the HRBRRD may request reimbursement for expenses incurred during official Regulating District business travel. Pursuant to the NYS Travel Manual, (General Guidelines and Responsibilities) expense requests should be submitted within 30 days of the end of the travel event.

Required Information:

Upon completion of travel, the staff or Board member should provide written documentation detailing:

- Dates of travel;
- Reason for travel;
- Travel location start and destination;
- Mileage calculation for trip;
- Meal/Per Diem (Include any related and appropriate meal receipts); and
- Miscellaneous expenses (tolls, gas, parking fees, etc.)

Making a Request:

Board Members should provide the required information via letter or email.

Staff members should complete an Excel 'Expense Worksheet' (S:Drive/Legal/Policies & Procedures/Current Procedures/Expense Reimbursement Procedure/expwsht.Jan2019).

The request, supporting documentation, and expense worksheet, if applicable, should be sent to:

Anna Tracy, Senior Administrative Assistant
atrac@hrbrrd.com
Hudson River Area Office
575 Broadway, Fl. 3
Albany, NY 12207

Any questions can be directed to Anna at (518) 730-1534.

Receiving Approval:

Staff members must prepare a NYS Standard Voucher (AC92), and have it signed by their designated department head before forwarding to Anna Tracy for processing. The Senior Administrative Assistant will send the executed voucher to the Office of the State Comptroller (OSC) for countersignature.

For Board Member expenses, the Senior Administrative Assistant will prepare an expense report for Mr. Maniccia to present at the next Board Meeting for the Board's approval. The Senior Administrative Assistant will prepare a NYS Standard Voucher (AC92) to be signed by the requesting member and then by the Executive Director. The Senior Administrative Assistant will send the executed voucher to the Office of the State Comptroller (OSC) for countersignature.

Payment Issuance:

The process, from the time of Board or Departmental approval to the time the payment is issued, is estimated to be approximately 2-3 weeks.