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ALAN G. HEVESI
COMPTROLLER

MEMORANDUM

October 23, 1996

To: Agency Heads/Fiscal Officers

From: Steve Newman

Re: Reissue of Comptroller's Internal Control and Accountability Directive #6, *Travel, Meals, Lodging and Miscellaneous Agency Expenses*

A new version of Comptroller's Internal Control and Accountability Directive #6 is attached. It is effective immediately and supercedes the existing version dated January 25, 1988, and the five related Comptroller's Memoranda that have been issued in the interim.

The directive provides agencies and employees with expenditure guidelines for travel, agency provided meals and refreshments, and a wide variety of other miscellaneous agency expenditures. The new directive is much more comprehensive in terms of scope and detail and offers more policy guidance than past versions. Many existing policies have been changed, some significantly. It is important that the directive be reviewed carefully by appropriate staff in your agency to assess the impact on agency practices and administrative processes and to insure compliance.

The most significant changes are briefly summarized here:

- Travel is no longer defined in terms of "in-City" or "out-of-City" and meals are no longer reimbursed simply for traveling beyond the City limits. Payment for meals and lodging is now based primarily on the distance traveled from Columbus Circle and the traveler's home, the length of the employee's workday, and on whether or not an overnight stay takes place.
- The old rates for lodging and meal reimbursement, which were standard regardless of the travel destination, have been discontinued. Meals and lodging are now reimbursed at the rates for federal travelers established by the U.S. Government for destinations throughout the U.S. and the world. Under the Federal guidelines rates vary according to the destination.

- The guidance for the use of taxicabs and car services is significantly enhanced.
- Guidelines for foreign travel, which had not previously been covered by the directive, have been included for the first time.
- The rates for light refreshments and modest meals consumed in the office at agency approved meetings or events have been raised to \$3.00 and \$8.00 respectively.
- For the first time, policy direction is provided for the payment of license and accreditation costs for employees in limited, appropriate situations.
- An enhanced, "Administrative Guide" has been included as Part V to assist agencies and employees fulfill the Directive's reporting requirements and obtain reimbursement for expenses.

Questions should be addressed to Joseph Trapani, Chief, Bureau of Management and Accounting Systems, (212) 669-8201, 1 Centre Street, Room 1005, New York, NY 10007.

Attachment