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Agenda Item V. 4. May 14, 2026

PROPOSED RESOLUTION

**APPROVAL OF THE REVISED RIOC'S POLICIES AND PROCEDURES REGARDING
TRAVEL BY PERSONNEL**

RESOLVED by the Board of Directors of the Roosevelt Island Operating Corporation of the State of New York ("RIOC"), as follows:

- Section 1. that the revised RIOC's Policies and Procedures Regarding Travel by Personnel, as recommended by the Governance Committee pursuant to Section 2824(1)(e) of the Public Authorities Law and the Office of the State Comptroller guidelines regarding travel, attached hereto, are hereby approved and adopted;
- Section 2. that the President/Chief Executive Officer or President's designee is hereby authorized to take such actions and execute such instruments as deemed necessary to effectuate the foregoing; and
- Section 3. that this resolution shall take effect immediately.

**Roosevelt Island Operating Corporation
of the State of New York**

Policies and Procedures Regarding Travel by Personnel

As required by Section 2824(1)(e) of the Public Authorities Law of the State of New York and the Office of the State Comptroller guidelines regarding travel, the Board of Directors of the Roosevelt Island Operating Corporation (“RIOC” and/or the “Corporation”) hereby adopts the following policies and procedures regarding travel by personnel of the Corporation.

1. These policies and procedures apply to each and every officer, director and employee (individually and collectively “personnel”) of the Corporation traveling on business for the Corporation who seeks reimbursement of expenses incurred on behalf of the Corporation: Mass transit must be the first choice of transportation mode, if available. Employees will not be reimbursed for any other mode of travel to destinations where mass transit is available, unless (i) due to exigent, unforeseen circumstances an employee must travel by car because mass transit isn’t available at the time the employee has to travel, or (ii) airline travel is more efficient and cost effective. Travel by car or airline must be approved by RIOC’s President/Chief Executive Officer.
2. No cars shall be dedicated to specific individuals, except in extraordinary circumstances approved by the Corporation’s President/CEO. Employees not using mass transit must utilize agency pool cars, if available.
3. In circumstances where neither mass transit nor a pool car is available, employees may use the least expensive option of either a rental car suitable under the circumstances or their personal car. Employees must use a “trip calculator” available at the website of the NYS Office of General Services (“OGS”) (to determine which mode is cheaper, and travel reimbursement will be limited to the transportation mode indicated. *Note: This mandate would not apply to an employee who has a physical disability and must use a specifically equipped personal vehicle.*)
4. Employees that are approved for overnight travel must exhaust all reasonable measures to find a hotel that charges a rate at or below the federal lodging per diem rate for the travel location available at the website of the U.S. General Services Administration (“GSA”). If an employee is unable to find a rate at or below the federal lodging per diem rate, the employee must justify and obtain prior written approval to exceed the federal rate from the agency finance office.
5. Official station should be the employee’s usual work location. Employees are in travel status when they are 35 miles or more from both their official station and their home.
 - The designation of official station will be determined by agency management in the best interest of RIOC and not for the convenience of the employee. Official station designation relates to the position, not to the person. Travel between the employee’s home and official station is considered commuting and should not be reimbursed.
 - When employees are on assignment at a work location 35 miles or more from

both their official station and their home, they are considered in travel status and are eligible for reimbursement of travel expenses in accordance with this Policy. Employees must obtain appropriate approvals prior to traveling for an assignment.

Reimbursement Allowances:

Overnight Travel Reimbursement

Employees may choose one of two methods for reimbursement for overnight travel, whichever is to their advantage. Travelers may not, however, combine the two methods on the same overnight trip. Breakfast and dinner are reimbursable meals; lunch is not.

Unreceipted Method (Method 1) - This method provides for a flat rate allowance for meals, lodging and incidental expenses regardless of where lodging is obtained, including lodging with relatives or friends. Rates are established based on the city or county where lodging is obtained or the location to which the employee was traveling (whichever rate is less), and such location must be indicated on the expense report. No receipts are required when using this method of reimbursement. Receipts are required for expenses not included in the fixed rate allowances for meals, lodging and incidental expenses.

Current rates are available at the NYS Office of State Comptroller website.

Travelers using this unreceipted method are also eligible for an additional allowance for breakfast on the day of departure if they have to leave at least one hour before their normal work start time. They are also eligible for an additional allowance for dinner on the day of return if they return at least two hours later than their normal work ending time

Receipted Method (Method 2) - This method provides reimbursement of actual lodging costs and an allowance for meals based on federal reimbursement rates for the county of lodging. The per diem rates for locations within the continental United States are revised annually and are available at the GSA website. Since rates are based on location of lodging, the city and state must be indicated on the expense report. Receipts are required for lodging, but not for meals when using per diems for Method 2 meals. Receipts are required for expenses not included in the fixed rate allowances for meals, lodging and incidental expenses.

For each day the traveler is in overnight travel status, the traveler is eligible for reimbursement for lodging up to a maximum lodging per diem and a per diem allowance for meals. The meal per diem is for dinner the first night and breakfast the following day.

Travelers using this method are also eligible for an additional per diem for breakfast if they have to leave at least one hour before their normal work start time the first day, and/or for dinner if they return at least two hours later than their normal work ending time on the last day of travel. In these cases, breakfast and/or dinner will be reimbursed up to the maximum amount of the meal per diem allowance specified for the particular area of lodging. The meal per diem allowance is apportioned for breakfast and dinner. See NYS Office of State Comptroller, *Guide to Financial Operations*, Chapter XIII, Section 4.D for current meal allowance.

Maximum lodging rates exclude taxes. For travel within New York State, a Tax Exemption Certificate (ST-129) should be used. For travel outside of New York State, state and local taxes are not included in the maximum lodging amount and will be reimbursed in addition to the per diem amount.

Finally, on occasion, travelers may be unable to find a hotel at a rate that does not exceed the maximum federal lodging per diem rate for the location of travel. If that occurs, travelers must obtain prior written approval from the appropriate person with authority in their finance office to exceed the federal lodging per diem rate.

Day Trip Reimbursement

Travelers may be reimbursed for breakfast and/or dinner for day trips based on departure and return times. Travelers are entitled to reimbursement for breakfast if they have to leave at least one hour before their normal work start time, and/or for dinner if they return at least two hours later than their normal work ending time.

Travelers without meal receipts are reimbursed for breakfast and/or for dinner per current meals allowance. (See NYS Office of State Comptroller, Guide to Financial Operations, Chapter XIII, Section 4 for current meal allowance). For example, a traveler leaves New York City at 7:00 a.m. for Albany. The traveler arrives back in New York City the same day at 6:00 p.m. The traveler's scheduled work hours are from 8:00 a.m. to 4:00 p.m. The traveler is entitled to be reimbursed for breakfast and for dinner.

Travelers with meal receipts are reimbursed up to the maximum amount of the meal per diem allowance (Method 2) specified for the particular area of travel. The meal per diem allowance is apportioned for breakfast and dinner. See NYS Office of State Comptroller, Guide to Financial Operations, Chapter XIII, Section 4.D for current meal allowance.

Personnel of the Corporation shall travel only when essential to the Corporation's mission and no other means to participate in the activity is available. Conference calls, teleconferences, video conferences and webinars should be used in lieu of travel whenever possible. Employees may not attend conferences for general educational or networking purposes during work hours, and will not be reimbursed for travel to those conferences. In addition, employees must use best efforts to reduce or eliminate overnight travel. If travel is required, personnel must use the lowest cost of transportation and accommodation reasonably available when traveling on business of the Corporation. Travel outside of the City of New York and travel requiring overnight absence shall require the advance written approval of the President/Chief Executive Officer of the Corporation, or their designee.

Reasonable actual expenses consistent with these policies and procedures incurred for transportation, lodging, meals, and expenses while traveling on Corporation business will be reimbursed, subject to audit, upon presentation of invoices, vouchers, receipts, and such other supporting documentation in such form and containing such information as the Corporation may reasonably require. Reimbursement for expenses incurred in violation of these policies and procedures may be refused.

**Roosevelt Island Operating Corporation
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2. No cars shall be dedicated to specific individuals, except in extraordinary circumstances approved by the Roosevelt Island Operating Corporation’s President/CEO. Employees not using mass transit must utilize agency pool cars, if available.
3. In circumstances where neither mass transit nor a pool car is available, employees may use the least expensive option of either a rental car suitable under the circumstances or their personal car. Employees must use a “trip calculator” available at the website of the NYS Office of General Services (“OGS”) (to determine which mode is cheaper, and travel reimbursement will be limited to the transportation mode indicated. *Note: This mandate would not apply to an employee who has a physical disability and must use a specifically equipped personal vehicle.*
4. Employees that are approved for overnight travel must exhaust all reasonable measures to find a hotel that charges a rate at or below the federal lodging per diem rate for the travel location available at the website of the U.S. General Services Administration (<http://www.gsa.gov>). If an employee is unable to find a rate at or below the federal lodging per diem rate, the employee must justify and obtain prior written approval to exceed the federal rate from the agency finance office.
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Current rates are available at Office of State Controller website.

Travelers using this unreceipted method are also eligible for an additional \$5.00 allowance for breakfast on the day of departure if they have to leave at least one hour before their normal work start time. They are also eligible for an additional \$12.00 allowance for dinner on the day of return if they return at least two hours later than their normal work ending time

Receipted Method (Method 2) - This method provides reimbursement of actual lodging costs and an allowance for meals based on federal reimbursement rates for the county of lodging. The per diem rates for locations within the continental United States are revised annually and are available at the website of the U.S. General Services Administration (<http://www.gsa.gov>). Since rates are based on location of lodging, the city and state must be indicated on the expense report. Receipts are required for lodging, but not for meals when using per diems for Method 2 meals . Receipts are required for expenses not included in the fixed rate allowances for meals, lodging and incidental expenses.

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of travel. In these cases, breakfast and/or dinner will be reimbursed up to the maximum amount of the meal per diem allowance specified for the particular area of lodging. The meal per diem allowance is apportioned for breakfast and dinner. See NYS Office of State Comptroller, *Guide to Financial Operations*, Chapter XIII, Section 4.D for current meal allowance (<http://www.osc.state.ny.us/>).

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Approved: November 7, 2013 _____, 2026