TRAVEL REIMBURSEMENT AND ACCOMMODATION REQUEST GUIDELINES
Health Insurance Training Center (HITC) New York State Health Insurance Programs

Overview
As the Health Insurance Training Center (HITC) New York State Health Insurance Programs CAI is able to pay for overnight hotel accommodation and/or reimburse the travel expenses of eligible staff attending training. This is done in accordance with CAI’s contractual agreement with the New York State Department of Health (NYS DOH) Office of Health Insurance Programs, as funding is available.

1. Eligibility for Travel Reimbursement
Trainees must have to travel 35 miles or more from home or their usual work location to the training site to be eligible for mileage reimbursement. This is based on the lesser mileage rule – transportation expenses must be reimbursed using the lesser of: 1) mileage between the employee’s home and the alternate work location (training site); or 2) mileage between the employee’s official station (usual work location) and the alternate work location (training site) times the Internal Revenue Service mileage reimbursement rate of .58. CAI will provide a Travel Reimbursement form at the training event for travel expenses (gas mileage, tolls, parking, taxi etc) incurred by the eligible traveler. Reimbursement will occur with documented receipts only. The travel reimbursement process is based on the guidelines and rates published by the OSC at http://www.osc.state.ny.us/agencies/travel/travel.htm

2. Eligibility for Paid Hotel Accommodation
Trainees will be eligible for overnight stays on the night before training, if the following conditions are met:

- The training will begin at 9:00 AM or earlier the following day;
- **AND** the trainee must travel 50 miles or 1 ½ hours or more from their office location to the training site.

For hotel accommodations, CAI will cover the cost of a double room accommodation at hotels that provide NYS overnight accommodation rates. *If the trainee desires to stay in a single room, the trainee must pay the hotel directly for the difference between single room rates and one-half the cost of a double room.* The Contractor will cover the cost of single room accommodations in “odd man out” situations (e.g., 12 females, 13 males).

All rooms paid for by CAI are non-smoking. You must request a single room in order to reserve a smoking room. Hotels charge a substantial room cleaning fee if they determine that smoking has occurred in a non-smoking room. The hotel will directly charge the trainees registered for that room; TCHIP is not responsible for this additional fee.

*Trainees will also need to present a form of payment for incidentals, and a tax exempt certificate from your agency is required.*
3. **Non-Reimbursable Costs** CAI will not reimburse for per-diem allowances for breakfast, lunch or dinner or childcare expenses.

**Required Application Form for Hotel Accommodation and Travel Reimbursement Guidance**

1. **Request for Hotel Accommodation**
   There is one Eligibility Application Form for Accommodation to be filled out in order to request overnight accommodations for a training. This form must be submitted after participants are registered for a training. This form requires agency/supervisory approval and sign-off. This form must be submitted at least two weeks prior to the scheduled training, and approved participants will receive notification of approval and information about hotel bookings.

2. **Travel Reimbursement**
   At the training, trainees will receive a Travel Reimbursement Form if they have travelled over 35 miles to the training and think they are eligible for reimbursement based on the lesser mileage rule. They will complete and submit this form for reimbursement of mileage, tolls, parking, taxi. SDCs must arrange carpooling, which is required as the most cost-effective form of transportation and only designated drivers chosen by them will be reimbursed. SDCs or Supervisors will sign off on the Travel Reimbursement Form attesting to the accuracy of the mileage information provided in accordance with the lesser mileage rule and document the carpool participants.

**PLEASE REVIEW THE ELIGIBILITY GUIDELINES FOR HOTEL ACCOMMODATION, AND ONLY SUBMIT FORMS IF YOU ARE ELIGIBLE.**

**Process for Submission of an Eligibility Application for Accommodation:**
The application for Accommodation must be completed and submitted once your registration has been processed.

The Eligibility Application form may be submitted as a mailed hard copy, faxed, or a scanned document submitted via email to TCHIP@caiglobal.org.

The mailing address is:
Cicatelli Associates Inc.
Attn: TCHIP Admin.
505 Eighth Avenue, Suite 1900
New York, NY 10018

Fax: (212) 629-3321
Process for Submitting the *Travel Reimbursement Form*

Approved applicants will receive a *Travel Reimbursement Form* at the completion of the training program. This form must be completed and submitted after the training program has ended. The completed *Travel Reimbursement Form* must be submitted as a mailed hard copy along with any original receipts for travel (e.g. train ticket/taxis, parking, tolls) to:

Cicatelli Associates Inc.  
Attn: TCHIP Admin.  
505 Eighth Avenue, Suite 1900  
New York, NY 10018
**Summary of Which Forms to Submit, and When**

<table>
<thead>
<tr>
<th>Name of Form</th>
<th>Eligibility Requirements</th>
<th>Form Availability Date</th>
<th>Form Submission Period</th>
<th>Form Submission Method</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Travel Reimbursement Form</strong></td>
<td>• Trainee must travel 35 miles or more from home/usual office location to the training site, using the lesser mileage rule</td>
<td>• At the end of the training program, available in hard copy</td>
<td>• After training</td>
<td>• Mail hard copy of the completed form to provided address along with any original receipts and signature from supervisor/SDC</td>
</tr>
<tr>
<td><strong>Eligibility Application for Accommodation</strong></td>
<td>• The training program begins at 9:00 AM or earlier <strong>AND</strong> • Trainee must travel 50 miles or more than 1 ½ hours from their office location to the training site</td>
<td>• After registering for the training program, available electronically on tchip.caiglobal.org/</td>
<td>• At the time of registration, and at least two weeks prior to the scheduled training</td>
<td>• Email or fax scanned copy of the completed form to provided email address or fax number</td>
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</tbody>
</table>