

New York State Canal Corporation
Consultant Invoices
Frequently Asked Questions (FAQs)

- How do I submit an invoice?
 - NYS Canal Corporation requires a standard format to be submitted monthly. A separate invoice is required for each Purchase Order (PO). **Do not combine purchase orders issued under the main contract number on a single invoice.**
 - Standard required forms to be submitted with the invoice are Consultant's Payment Request Transmittal and Consultant's Monthly Estimate for Payment. These forms are required for both prime and subconsultants, and are fillable with calculations built in.
 - Invoices are to be submitted to the AP system at APCanal@nypa.gov as one pdf file per invoice (including any back up documentation; therefore, the excel spreadsheet must be converted to a pdf file when complete).
 - Invoices not meeting the above criteria may be rejected resulting in delayed payments.

- What documentation is required for reimbursement of direct salary costs?
 - The Consultant's Payroll Abstract form must have the same titles as those listed in the PO, and hourly rates up to the maximum listed in the PO. In the event a title has been added after the approval of the PO, the consultant should request approval for the title and rate via email to the project manager and include documentation of the approval with the invoice.
 - Hours charged for each person must be supported by time sheets that show the date(s), hours worked, project identification number (PIN), person's signature and supervisor's signature.

- What documentation is required for reimbursement of non-direct salary and subcontractor costs?
 - Non-direct salary and subcontractor costs should be supported by receipts that include the date(s), vendor, description of the item(s) and the amount charged. For travel costs, see travel costs FAQs below.

- What travel costs are reimbursable?
 - In accordance with NYS Canal Corporation Policy and Federal reimbursement rates, the NYS Canal Corporation reimburses transportation, hotel and per diem.
 - Reimbursable travel expenses are determined by or affected by such factors as time of departure or return, and Federal maximum per diem rates. Federal rates are determined each year on October 1 and can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

- What overnight travel costs are reimbursable?
 - **Meal reimbursement:** Meal reimbursement is based on per diem rates established by the Federal government. Breakfast and dinner are reimbursable meals; lunch is not. The per diem rates cover dinner the first night of travel and breakfast the following day. The traveler must indicate the county and city they are traveling to. Travelers are also eligible for an additional per diem for breakfast if they leave **at least one hour before their normal work start time the first day of travel, 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 at the receipted amount up to the maximum amount of the meal per diem allowance specified for the area of lodging.
 - **Maximum Allowed Lodging Rates:** Federal maximum lodging rates exclude taxes. Taxes are reimbursable in addition to the maximum allowed lodging rates. In the event travelers are unable to find a hotel at a rate that does not exceed the maximum federal lodging per diem rate for the location of travel, the amount of the lodging may be reimbursed based on a memo from the consultant that includes details of three lodging rates quotes obtained and that the lodging rate charged is the best rate available for the travel dates for hotels in the destination area.
 - On occasions, it may be more efficient for the traveler to stay during the week in a location that is central between two different work sites located in different counties. If this occurs, the traveler should note the dates worked at each site for determining allowable rates.
 - **Non-Receipted Overnight Travel Reimbursement:** Non-receipted overnight reimbursements are based on the Federal per diem rates for meals and incidentals regardless of where lodging is obtained, including staying with a relative or friend. No receipts are required, but the traveler will not be reimbursed for lodging costs. To receive full meal per diems, the traveler must be in overnight travel status and be eligible for both breakfast and dinner. Meals will be reimbursed at the per diem rates for the destination county certified to on the traveler's expense report.

- What day trip travel costs can be reimbursed?
 - Breakfast and dinner are reimbursable meals; lunch is not. Day trip meal reimbursements to travelers are reportable as income to the IRS. Breakfast and dinner reimbursements may be allowed for day trips based on the traveler's normal work hours and the departure and return times of the trips. **Breakfast is reimbursable when departure time is at least one hour before their normal work start time. Dinner is reimbursable if they return at least two hours later than their normal work ending time.** In these cases, breakfast and/or dinner will be reimbursed at the receipted amount up to the maximum amount of the Federal meal per diem allowance specified for county of the travel destination. For example, if the traveler departed from Albany County for Onondaga County, at least one hour before their normal work start time and returned at least two hours after normal work end time, the reimbursement would be up to the maximum amount of the Federal meal per diem for Onondaga County for breakfast and Albany County for dinner reimbursement.

- What documentation is required for reimbursement of travel costs?
 - **Traveler's expense reports** - include the name of the traveler, date(s) of travel, departure and return times, nature of expenses such as hotel, meals, mileage, tolls, rental car, etc.). For consultant's travel expense reports that do not include a specific section for trip departure and return information, the information should be included in the purpose of the trip section.
 - **Receipts** – Receipts supporting hotel charges, tolls (E-ZPass statements are acceptable.), rental car, gas, etc. should be included. For company-owned vehicles, mileage logs that include date, traveler name, nature of travel and mileage are required.
 - For occasions when additional breakfast and/or dinner is charged for early departure and late return either for day trips or overnight travel, the receipts for the additional breakfast or dinner and the traveler's expense report that includes the trip departure and return dates and times are required.
 - If the consultant is claiming per diem for unreceipted overnight travel, including where the traveler has stayed with family or friends, the traveler's expense report should note the destination county to be reimbursed for per diems.

- **Lodging price quotes** - Consultants are required to obtain lodging at or below the Federal maximum allowed lodging rates. On occasions where the consultant could not obtain hotel rates at or below the Federal maximum allowed lodging rates allowed, the consultant should submit a memo with its invoice detailing that the three quotes obtained and that the hotel rate invoiced is the best rate available for the area of travel at the time the travel occurred.

- How do I receive reimbursement for subconsultant costs?
 - Subconsultants are required to follow NYS Canal Corporation's standard invoice format including submitting the required Consultant's Payment Request Transmittal and Consultant's Monthly Estimate for Payment to the prime consultant.
 - All subconsultant charges for direct salary costs, direct non-salary costs, etc. should be supported by time sheets, receipts, etc. as required for the prime consultant. Please refer to FAQs for above for these categories.

- Who do I contact regarding questions on invoicing?
 - If you have any questions on this process, please email can_administration@canals.ny.gov.