



TRAVEL EXPENSES GUIDANCE DOCUMENT

Your campaign may pay for or reimburse travel expenses for campaign-related activity only. This may include costs related to gas, parking, vehicle rentals, public transportation, cab fees and other campaign-related travel.

Pay for travel expenditures using committee checks, debit cards, or electronic funds transfers. Attach copies of the front and back of canceled committee checks, or proof of payment if paid using a debit card or electronic funds transfer, to the corresponding invoices, bills, and travel logs.

You do not have to maintain a travel log when using public transportation within New York City.

If your campaign intends to reimburse campaign staff or volunteers for use of their personal vehicle, you must obtain a vehicle use log similar to the one seen [here](#) with the following details:

- ◆ Date of travel
- ◆ Starting and ending location
- ◆ Purpose of trip (including names of driver and passengers)
- ◆ Odometer readings (beginning and ending mileage)
- ◆ Signature of the person seeking reimbursement certifying the following:
 - * He/she was the sole driver of the vehicle used for the trips noted on the log
 - * The completeness and accuracy of the travel log
 - * Confirmation the trips noted on the log were used only for campaign-related purposes

For rental cars: keep rental agreement between your campaign and the rental company in addition to the documentation above.

Use the standard rate of \$0.28 per mile to calculate the reimbursement.

If you are traveling outside of New York City for a conference or fundraiser in furtherance of your campaign, you must maintain a travel log documenting the following:

- ◆ Reason for travel.
- ◆ Name(s) of individual(s) who participated in the travel.
- ◆ Complete travel itinerary including date(s) of travel, type(s) of transportation used, and lodging information.
- ◆ Conference agenda if traveling to a conference. Fundraiser invitation if traveling to a fundraiser.
- ◆ Detailed invoices and receipts to document travel costs.

When campaign funds are used to cover expenses for both personal and campaign-related travel, the campaign must be reimbursed for the personal share within 30 days. The reimbursement should be entered in C-SMART as an “Other Receipt” from the individual.

DOCUMENTATION FOR TRAVEL COSTS

TYPE OF TRAVEL	REQUIRED DOCUMENTATION	DETAILS TO BE INCLUDED
Travel by Private Car	Vehicle use log for each trip and each vehicle	<ul style="list-style-type: none"> • Date of travel • Starting and ending location • Purpose of trip (including names of driver and passengers) • Odometer readings (beginning and ending mileage) • Signature of the person seeking reimbursement
Travel by Rental Car	Rental agreement and Vehicle use log	<ul style="list-style-type: none"> • Detailed rental agreement between committee and car rental company, and proof of payment for each vehicle rented • Date and time(s) of travel • Name(s) of the driver and passenger(s) • Purpose of travel • Location of all stops (including non-campaign related stops)
Travel Outside of New York City	Travel log	<ul style="list-style-type: none"> • Reason for travel • Name(s) of individual(s) traveling • Complete travel itinerary include date(s) of travel, type(s) of transportation used, and lodging information • Conference agenda if traveling to a conference. Fundraiser invitation if traveling to a fundraiser • Detailed invoices and receipts to document travel costs
<p>NOTE: Travel between two stops is considered an individual trip for logging purposes even if the stops are part of a multi-stop itinerary.</p>		