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**To:** All Employees, Principal Investigators, and Administrators  
**From:** Michael Kavanaugh, Foundation Controller  
**Date:** February 9, 2016  
**Subject:** Revised Travel Policy & Voucher

Attached you will find the revised Travel Policy and Travel Form for RFMH, Inc. which will be effective April 1, 2016.

Reason for change: To simplify the process and align our policy more with the Federal Guidelines.

Important Changes:

- Meal reimbursement for day travel – travelers are entitled to 75% of the Meals & Incidental Expenses (M&IE) per diem for one day travel if away from official station longer than 12 hours.
- Meal reimbursement for overnight travel – travelers are entitled to 75% of the M&IE per diem for both the first & last day of travel and 100% of the M&IE per diem for the days in between.
- New fillable Travel Voucher to be used effective April 1, 2016.
- Per Diem Rates effective Oct 1, 2015 – see link below.
- Mileage Rate effective Jan 1, 2016 will be 54 cents/mile.

Reminders:

- A travel voucher must be completed even if all expenses are covered by a travel advance or charged to the RFMH credit card.
- Departure and return dates and times must be completed.
- All required receipts must be attached.
- If part of the travel is being paid from another funding source it should be noted.

Important Links:

- RFMH Web page: <http://corporate.rfmh.org/>
- 2016 Fillable Travel Voucher:  
[http://corporate.rfmh.org/accounts\\_payable/forms/TravelVoucher2016.pdf](http://corporate.rfmh.org/accounts_payable/forms/TravelVoucher2016.pdf)
- Per Diem Rates: <http://www.gsa.gov/portal/content/104877>
- FY 2016 M&IE Breakdown: <http://www.gsa.gov/portal/content/101518>
- Mileage Rate: <https://www.irs.gov/uac/Newsroom/2016-Standard-Mileage-Rates-for-Business-Medical-and-Moving-Announced>