

# Trainer Reimbursement Process

At this time, NYS OMH has funds to reimburse trainers for travel expenses for training. Acceptable costs for reimbursement include **mileage**, **stipend** and in some cases **accommodations**. The fund is limited and there is no guarantee of reimbursement. Rates of reimbursement may be modified in relationship to funding available. Please note the guidelines that follow.

## PREAPPROVAL PROCESS

1. Trainer must receive preapproval at least **two weeks prior** to the training event by filling out the [Travel Expense Preapproval Form](#). Please complete this form in its entirety and click "complete" when finished for preapproval to be sent. This document will be signed and returned to you via email. You will need to keep it on hand for final reimbursement.

**\*\*If expenses are incurred without prior approval, no reimbursement will be made.**

2. Pre-payment for hotel accommodations must be submitted at least **one week prior** to reservation date.

Please email the following information to  
[ahauser@mhanys.org](mailto:ahauser@mhanys.org) and [lkaczmarek@mhanys.org](mailto:lkaczmarek@mhanys.org):

Guest name:  
Hotel name:  
Hotel street address:  
Hotel city & state:  
Hotel phone number:  
Hotel fax number:  
Reservation confirmation number:  
Room rate:  
Arrival date:  
Departure date:  
Number of nights stay at hotel:  
Name used to book room:  
Number of rooms:

**\*\* Note on MHANYS staff:**

Andrea Hauser is MHANYS' Senior Accountant  
Linda Thorning Kaczmarek is MHANYS' Executive Assistant

3. Upon check-out, ask for copy of receipt and email receipt to [ahauser@mhanys.org](mailto:ahauser@mhanys.org) OR please fax copy of receipt to MHANYS at 518-427-8676.
4. Trainers may be reimbursed at the following rates:
  - a. Mileage, at the Federal rate. (see [gsa.gov](http://gsa.gov)) **Rate as of Jan 1, 2019 is \$0.58/mile**

- b. Tolls and parking, at cost with receipt.
- c. Trainer stipend is \$25 for 1 hour of training, \$50 for ½ day or less of training, \$100 for full day, and \$200 for ASIST training.
- d. Lodging, at no more than the current state rate, with receipt. Please request the lowest rate when making a reservation. (<http://www.gsa.gov/portal/category/100120> will show the Per Diem rates for NYS)
- e. Meals, at cost with itemized receipt. Alcohol will not be covered in meal expenses. **\*\*Reimbursement will not cover meal and refreshments supplied to the training class.**

## FINAL REIMBURSEMENT PROCESS

1. Trainer must submit the following by mail no more than **three weeks after** the event:
  - a. Signed attendance sheet from Training
  - b. Preapproval form signed by Pat Breux
  - c. Fill out **Final Reimbursement Form**
  - d. Original itemized receipts for meals, lodging and tolls (please use MAIL option to send in originals)
  - e. A completed W-9 (one time) (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>)

\*\*Trainer should acknowledge financial support by NYS OMH in the introduction of the training event.

2. Mail documentation  
Ms. Andrea Hauser, Senior Accountant  
194 Washington Ave., Suite 415  
Albany, NY 12210

\*\*For questions contact: SPCNY at [spcny@omh.ny.gov](mailto:spcny@omh.ny.gov)