

## Appendix A-Travel Reimbursement for the Living Donor Support Program

### 1. Transportation-

- i. Privately owned vehicle (POV) mileage reimbursement rates-The Living Donor Support Program will reimburse use of a personal vehicle based on the standard mileage allowance established by the Internal Revenue Service (IRS) and the U.S. General Services Administration (GSA). By adhering to this allowance, reimbursements for milage are not taxable. Reimbursements above these allowances are taxable. Current New York State privately owned vehicle milage reimbursement rates can be found at [XIII.4.C Travel Mileage Rates – XIII. Employee Expense Reimbursement | Office of the New York State Comptroller](#)
- ii. Rail travel (train) rates- The Living Donor Support Program will reimburse rail travel based on the standard allowance established by the Internal Revenue Service (IRS) and the U.S. General Services Administration (GSA). <https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/rail-travel>
- iii. Airfare rates- The Living Donor Support Program will reimburse air travel based on the standard allowance established by the Internal Revenue Service (IRS) and the U.S. General Services Administration (GSA) [Privately owned vehicle \(POV\) mileage reimbursement rates | GSA](#)

### 2. Lodging-

- i. Reimbursements for overnight lodging associated with living donor related medical evaluations and care will only be paid when the distance is greater than 75 miles one way on roads traveled as per google maps or another generally accepted distance calculator from the donor’s residence to the location of the living donation related evaluation, surgery, and/or medical care appointments.
- ii. Reimbursement of lodging related expenses will be limited to posted General Services Administration (GSA) rates for lodging for the location where the lodging occurs.
- iii. The Living Donor Support Program will reimburse for overnight lodging based on an allowance established by the General Service Administration (GSA) for travel within the continental United States (CONUS). By adhering to these allowances, reimbursements for lodging are not taxable. The maximum allowances for travel are updated in The New York Statewide Financial System each year to

coincide with CONUS rate changes. The Department of State updates CONUS rates on the first of each month, these rates can be found at [Per diem rates | GSA](#)

### 3. Meals-

i. The Living Donor Support Program will reimburse for meals and incidental expenses (M&IE) based on per diem rates established by the United States General Services Administration (GSA) for travel within the continental United States. The per diem rates vary by location and year. The maximum per diem rates are updated annually in the Statewide Financial System (SFS) to coincide with federal General Services Administration rate changes. New York State does not reimburse for lunch; therefore, lunch is not included in the New York State meals and incidental expense (M&IE) per diem rate. [XIII.4.D Meals and Incidental Expenses Breakdown – XIII. Employee Expense Reimbursement | Office of the New York State Comptroller](#)