

**New York State  
Department of Tax and Finance  
ORPTS Educational Services**

***Instructions for Reimbursement Voucher  
for Assessor and County Director Training***

**Claim for Travel Reimbursement by a Non-Employee, FORM AC 3257-S  
Instructions**

\* This form must be completed for all training reimbursement. **Receipts are required for all expenses.**

The following information is required:

Agency Traveled for	NYS Dept. of Tax and Finance
Vendor ID	Municipality-Vendor ID or Assessor/Co. Director Social Security Number
Name	Student's last name, first name, middle initial, suffix (if applicable)
Address information	mailing address (business or personal) where check is to be sent
Business Purpose	Enter whether the course was attended for basic certification or continuing education
Travel Destination	Enter the town and county where the training session was held
Departure & Return	Enter dates and times for both your departure and return trip
Travel Description	Name of course or conference.

**(INDICATE ALL EXPENSES):**

Lodging	2 nights @ \$70	\$140.00
Meals	2 breakfasts @ \$8 and 2 dinners @ \$31	\$ 78.00
Transportation	1 bus ticket @\$55	\$ 55.00
Mileage	100 miles @ (see Rates Schedule for current rate)	\$ XX.XX
Incidental Expense	Tuition	\$ 75.00
Total Amount Claimed	Your total amount as itemized in the Travel Expenses Section	
Payee Certification	Your signature and the date	

\*Note: The travel voucher must be signed by the person who attended the training,

**\*Note:**

1. If the costs associated with a training session have been paid for by both the local government and the individual participant, submit two vouchers to Educational Services for reimbursement of eligible expenses.
2. Costs incurred by the local government will only be reimbursed to the local government, while individual will be reimbursed only for those costs he/she has directly incurred.
3. For elected boards of assessors, if more than one individual from a municipality attends, and payment is going directly to the municipality, you may submit one set of vouchers for all assessors. Please don't combine more than one course on one set of vouchers.

**State of NY Statement of Automobile Travel, FORM AC 160** Instructions

\* This form is required only if you drove a personal car to attend training. The following information is required:

Dept., Commission, Agency	Department of Tax and Finance
Payee	Enter the student's name
Date	Include month, day, year of the date of travel
Between What Points	" <b>From</b> " refers to the starting point of your trip and " <b>To</b> " is the destination of the trip. Since it is necessary to account for each portion of your trip, you must enter the starting point (usually your home or municipal office) and the ending point (ultimately the training site), for each day's travel. You must also account for the miles traveled for each portion of your return trip in the same manner.
Hour of Departure/Arrival	Enter the correct time in the appropriate column
Miles Traveled	Enter the number of miles traveled for each portion of your trip. When you are staying overnight, you may include the total number of miles traveled from your lodging to the training site. Do not include mileage for traveling to shopping or general travel while you stayed in the area. Mileage other than what is necessary for travel to and from the training site will not be reimbursed.
Total Miles	Total the mileage for your trip and enter the amount
Signature of Traveler	Your signature is required and certifies the accuracy of the information you have entered on this form. Mileage <b>will not</b> be reimbursed if you have not signed this form.

***If you have any questions about training reimbursement, please call Educational Services at (518) 474-1764.***