

## STATEWIDE TRAVEL GUIDELINE

### AMTRAK RATES:

The New York State Office of General Services has an agreement with Amtrak whereby the one-way fare between the Albany/Rensselaer or Hudson stations and New York City's Penn Station is \$64 for all New York State government employees travelling on state business (with the exception of trains 48 and 49 – The Lakeshore Limited). Travelers may purchase Amtrak tickets at this rate using one of the following two methods:

- At the station using an official state ID;
- From an authorized state travel agency, processing fee may apply.

### AMTRAK GOVERNMENT FARE RULES:

The following Amtrak fare rules apply for New York State Employees traveling on government fares:

- Passenger must show proof of New York State Government Affiliation, if an employee fails to provide the proper identification – they will be required to purchase a full fare ticket on board.
- Passenger must be traveling on New York State Government Official Business.
- If there is no train number listed on the ticket (OPEN), then the ticket is valid for a one year period and it is valid on board all Empire Service trains without a reservation, in reserved coach.
- This fare is not valid on the Lakeshore Limited (Train Numbers 48 & 49).
- If there is a train number listed on the ticket, the NYS Government Employee must travel either on that train OR on an earlier departure.
- If the NYS Government Employee intends on taking a train that is **LATER** than what is listed on the ticket – the ticket must be exchanged prior to departure of the originally scheduled train.
- If a passenger has upgraded to business class – the passenger must travel on the train that is listed on the ticket. The passenger cannot go on an earlier train or a later train when booked in business class. They must travel on the train listed on the ticket.

## Amtrak

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**Q** Can I purchase Amtrak tickets directly at the station, or must I use an Authorized Travel Agency?

**A** You may purchase Amtrak tickets directly at the station by using your New York State ID to obtain the state government fare. You may also purchase your Amtrak ticket at an Authorized State Travel Agency, however the travel agent will charge a processing fee for this transaction.

**Q Can I purchase personal/vacation Amtrak tickets using the state rate?**

**A** No. Amtrak state government discount tickets are to be used solely for state business travel.

**Q Does Amtrak provide state discount fares to any of the intermediate stops between Albany and New York (such as Poughkeepsie or Yonkers)?**

**A** No. Amtrak only provides the state discount rate between Albany or Hudson Stations and New York Penn Station.

**Q Is the state rate available on the "reserved" trains between Albany and New York?**

**A** Yes, except the Lakeshore Limited

Note: Employees should not purchase **Acela** tickets. Reimbursement will be paid at the coach rate for the same trip.