



NEW YORK STATE
Unified Court System

OFFICE OF COURT ADMINISTRATION

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DFM Bulletin

Number 1608

September 6, 2016

TO: Holders of the Financial Planning and Control Manual

SUBJECT: Changes to Amtrak Government Fare Rules

The New York State Office of Statewide Travel has issued revised Amtrak fare rules for New York State employees traveling on government fares.

Effective September 6, 2016, a train number and passenger name will be listed on every Amtrak ticket. Open State rate tickets will no longer be generated, and NYS employees can no longer change trains without updating their ticket. Employees must travel on the train specified on the ticket in their possession, or have the ticket altered prior to the departure of the original train listed on the ticket.

For additional information regarding Amtrak fare rates and rules for NYS government employees, please use the following link:

<http://www.ogs.ny.gov/bu/ss/trav/Amtrak.asp>

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may travel or be responsible for the administration of business-related travel. Thank you for your cooperation.

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Maureen H. McAlary