Travel Guidelines for Faculty

The travel budget is meant to support faculty travel to academic conferences. Individual allocations are made at the departmental level and then signed off on by OAR.

Before Traveling:

At least three weeks before traveling, submit a hard copy of a TAF signed by the chair to the travel coordinator in OAR (Nicole Parrilla, nparrilla@jjay.cuny.edu) who will obtain approval from the Associate Provost for Research. When OAR preapproves the trip, the signed TAF will be e-mailed back to you by the travel coordinator with confirmation that the college intends to reimburse you for the trip.

Travel Advances:

Travel expenditures are reimbursed through funds held at RFCUNY as detailed in the next section. For travelers for whom reimbursement presents a financial hardship, a travel advance can be requested through OAR. Travel advances must be requested at least six weeks in advance of travel, and travelers are still required to follow guidelines below for travel reimbursement after the date of travel. To request a travel advance, submit a hard copy of a TAF signed by the chair to the travel coordinator in OAR (Nicole Parrilla, nparrilla@jjay.cuny.edu).

After Travel Reimbursements:

All travelers must submit an RF e-travel voucher to the Travel Coordinator whether an advance was requested or not. Send this document to the travel coordinator in OAR with the required supplementary materials within two weeks after the completion of the trip. This document requires the traveler’s signature, but does not need a chair’s signature. Trips can only be reimbursed if OAR has a TAF on file securing approval before the trip.

Documents Required for Reimbursement

- A completed Research Foundation Travel Voucher.
- Original Air/Train Boarding Passes and Proof of Purchase
  - For International Travel, please be sure to purchase tickets on US-approved carriers. New Federal regulations prohibit reimbursement on non-US-approved carriers, this INCLUDES tickets chosen by a discount purchasing website such as expedia.com. Lower price is not a valid justification for use of non-US approved carrier. For more information about international carrier restrictions, please refer to RF CUNY policy: http://www.rfcuny.org/RFWEBSITE/guides/content.aspx?catID=2180
- An agenda from the event
- Hotel receipt showing a zero balance
- Hotel checkout statement

October 06, 2012
• Air/Train receipts
• Original receipts for meals (if not requesting per diem)
• Please be sure to deduct all alcoholic purchases, they are not reimbursable
• If you have non-itemized meal receipts, briefly state that no alcohol was purchased
• If you choose to use the per diem rate, you can check the current rates using the websites listed below
• Original receipts for local transportation, registration, or other expenses

Travel Restrictions and Reimbursement Rules

Academic travel funds are subject to the rules and regulations of the Research Foundation of CUNY (RF-CUNY). Please note the following:

• As per Research Foundation rules, all spending must comply with New York State travel guidelines (http://www.osc.state.ny.us/agencies/travel/travel.htm). Maximum hotel and meal reimbursement costs are limited by GSA/State and reference websites.

• Travel reimbursement requests are due within two weeks of return. OAR cannot guarantee the reimbursement of travel vouchers submitted more than 45 days after the date of travel even if an approved TAF is included.

• All travel must be via economy class only. Exception: Amtrak Business Class travel between stations in the Boston/Washington DC corridor is permitted.

• All receipts should indicate the method of payment as well as an indication that the purchase was paid in full.

• When claiming the standard mileage rate for driving a personal vehicle, the traveler must submit a mapquest map of the route that confirms the miles claimed.

• Gas receipts cannot be reimbursed.

• The RF-CUNY does not generally reimburse the use of rental cars. If a rental car is claimed, the traveler must include a letter of explanation as to why it was necessary.

• Hotel checkout statements are required as proof of stay if claiming lodging, even if the hotel was paid for through a third-party website like Expedia.

• Both original boarding passes and proof of payment are needed for air/train travel.

• Faculty should list the entire name of the conference on the TAF as well as its location.

• An agenda (the relevant pages will do) MUST be submitted with the RF Travel Voucher.

Helpful Hint

Anything the faculty member or department can do with supporting documentation to organize it and to make it easier to scan through a copier will speed up the process in the OAR (e.g. tape or staple small receipts to one side of a sheet of paper). Thank you.