

INSTRUCTIONS ON COMPLETING THE TRAVEL EXPENSE REPORT

Open the electronic version of the Travel Expense Report in Excel. Information can be entered directly in this form and a copy printed for your records.

Part I, side 1 of the Travel Expense Report.

1. **Date** – enter the date of the travel
2. **Mileage** - Complete side 2 (Part III) of the Travel Expense Report entitled Mileage Claim.

Enter all requested information including the information at the bottom of the form (roundtrip miles between your home and Hudson Valley Community College and license plate number):

Date – Enter the date of travel

Time – Enter the time you left

Class or Activity – Enter a brief description of the purpose of the travel

From – Enter your departure point (i.e., home or HVCC)

To - Enter your destination

Total Miles – Enter the total miles from your departure point to your destination

Deduction – Deduct the mileage from your home to HVCC. If travel involves an overnight stay, then you **must deduct** the miles you would normally drive to and from work **on the days you spent at the conference**. See examples on deduction below.

The net miles for each date will automatically calculate.

The total mileage claim (the total of all net miles multiplied by the current rate) will automatically calculate.

If claim is for mileage only, you do not need to complete the rest of Part I. Continue on to Part II and submit to Accounts Payable when completed.

If claim includes other travel expenses, enter total in mileage column on Part I, and **continue to fill out the remaining sections of Part I and Part II** by entering all information in the appropriate place.

3. **Tolls**- Attach original receipts or EZ Pass records for all tolls paid. Receipts or EZ Pass records **must** be attached to be reimbursed.
4. **Transportation** – Attach original receipts for any transportation expenses, i.e. taxi, airport shuttles, subway.

5. **Hotel** – Original receipt, indicating payment, must be attached for reimbursement. **Reimbursement will not exceed GSA rate.** You will not be reimbursed for any taxes unless you traveled out of the state. To avoid being charged taxes, you must present HVCC's tax exempt letter to the hotel.
6. **Meals – Receipts are required to show an expense was incurred!**
 - a. **Bkft** - If your travel commenced before 7:00AM you are eligible for reimbursement for breakfast at the per diem rate up to the allowable GSA rate.
 - b. **Lunch** – If your travel included lunch you are eligible for reimbursement for lunch at the per diem rate up to the allowable GSA rate.
 - c. **Dinner** – If you returned after 7:00PM you are eligible for reimbursement for dinner at the per diem rate up to the allowable GSA rate.
7. **Registration** – Original receipt, indicating payment, must be attached for reimbursement as well as proof of attendance. Your canceled check or credit card statement is acceptable if reimbursement request includes more than just registration reimbursement. No reimbursement will be made prior to date of event.
8. **Other** – Attach original receipts for any other travel costs.

Part II

Enter your name, your purchase order number, and print the completed form. If you would like a copy for your records you should also print it at this time.

Sign the form. Forward your expense report to your department head for signature. If your travel was out of state, you must also obtain the signature of your department Vice President.

Forward completed form, with receipts, to Accounts Payable in ADM 260.

Examples of Mileage Deduction calculation:

If you are traveling from home, you must deduct the mileage from your home to HVCC; this is what you would normally travel and you are not entitled to mileage reimbursement for these miles. The only time these rules do not apply is if you are traveling on a non-work day, such as Saturday or Sunday. *It is the responsibility of the traveler to indicate if travel has taken place on a non-work day.*

Example 1: You depart from HVCC and travel 7 miles roundtrip to a conference on a weekday. You return home rather than back to HVCC. You must deduct the distance between your home and HVCC in the deduction column.

Example 2: If you leave from home on a weekday (rather than HVCC) and return home (rather than HVCC) the same day, you must record the roundtrip mileage from HVCC to your home in the deduction column.

Example 3: If you leave from home on Monday and return home on Wednesday, you must record the total of your roundtrip mileage for Monday, Tuesday, and Wednesday in

the deduction column. This is the mileage you would normally travel on those days and thus you are not entitled to mileage reimbursement for these miles.

Example 4: If you leave from HVCC on Monday and return to HVCC on Wednesday, you must record one-half of your roundtrip mileage for Monday & Wednesday and the roundtrip mileage from HVCC to your home for Tuesday in the deduction column. This is the mileage you would normally travel on those days and thus you are not entitled to mileage reimbursement for these miles.

| PART III | | Mileage Claim | | | | | | SIDE 2 | |
|-----------------|---------------|----------------------|--------------------------|-------------|-------------|--------------------|------------------|------------------|---------------------------|
| | Date | Time(s) | Class or Activity | From | To | Total Miles | Deduction | Net Miles | Mileage @ .55/mile |
| # 1 | 1/31/05 | 7AM | Conf. | HVCC | Albany | 7 | 0 | 7 | \$3.85 |
| | | 5PM | | Albany | Home | 17 | 10 | 7 | \$3.85 |
| | | | | | | | | | |
| #2 | 2/07/05 | 8AM | Bus. Mtg. | Home | Glens Falls | 60 | 10 | 50 | \$27.50 |
| | | 5PM | | Glens Falls | Home | 60 | 10 | 50 | \$27.50 |
| | | | | | | | | | |
| #3 | 3/14/05 | 7AM | Bus Mtg. | Home | Lake Placid | 120 | 20 | 100 | \$55.00 |
| | 3/15/05 | N/A | At Conf. | | | | 20 | -20 | -\$11.00 |
| | 3/16/05 | | | Lake Placid | Home | 120 | 20 | 100 | \$55.00 |
| | | | | | | | | | |
| #4 | 3/21/05 | 7AM | Bus Mtg. | HVCC | Lake Placid | 120 | 10 | 110 | \$60.50 |
| | 3/22/05 | N/A | At Conf. | | | | 20 | -20 | -\$11.00 |
| | 3/23/05 | | | Lake Placid | HVCC | 120 | 10 | 110 | \$60.50 |
| | | | | | | | | | |
| | TOTALS | | | | | 624 | 130 | 494 | \$271.70 |

