

TRAVEL EXPENSE PROCEDURES

DOCUMENTATION NEEDED FOR REIMBURSEMENT:

Receipts

- Receipts are required for all expenses **including meals** with the exception of mileage.

Registration Fees

- Receipts as well as proof of attendance are needed to substantiate payment of a registration fee. No reimbursement will be made prior to event.

Mileage

- License plate number of traveler's vehicle is required on mileage claim report.
- All columns must be completed on the Mileage Claim form. Refer to Mileage Claim Form instructions.

Parking

- Parking will be reimbursed only with the inclusion of parking lot receipt and/or parking meter windshield time slip. (For those few instances where coin-fed meters still exist, include a memo [or send an e-mail to AP] with the travel expense report, documenting that that a coin-fed parking meter was used, where and on what date, and how much cash was put in the meter.)

Tolls

- Receipts are needed for toll expenses. If traveler did not request a receipt, he or she must attach a memo to his/her expense report indicating a receipt was not obtained. The memo should also identify the road and the exit number for the toll expense.
- If tolls were paid through a personal E-Z pass account, a copy of the E-Z pass statement must be included with the expense report.

Fuel for Rental Car

- The cost of gasoline is reimbursed for rental cars. Fuel receipts must include # of gallons and date purchased.
- Rental car receipts must accompany expense report when reimbursement for gasoline purchased is claimed.
- Miles traveled in rental car must be identified when fuel purchase is claimed as an expense.

Meals

- Meals will be reimbursed at the published GSA meal rates. **Receipts are required.**

- Conference Meals - GSA rates apply to all college funded meals unless specific meal rates apply for a conference. Conference meal rates must be supported by documentation which includes the rates.
- Breakfast is reimbursed if departure is before 7:00 a.m..
- Lunch is reimbursed if return is after 2 pm.
- Dinner is reimbursed if return is after 7:00 p.m..
- If travel is grant funded, meals will be reimbursed in accordance with the grant's meal reimbursement policy. In the absence of a grant policy, the college's policy will prevail.

Lodging

- Original hotel receipt with dates of stay, charges and payment must be submitted with travel expense report. Will be reimbursed up to GSA rate.
- Dates on hotel bill must conform to dates on approved Travel Authorization.
- **Sales tax will not be reimbursed.** Tax exempt document can be obtained from Purchasing and should be given to the hotel upon check in for sales tax exemption. See Sales Tax below.

Miscellaneous Expenses

- Baggage handling will be reimbursed within reason without receipts.

College Van

- College owned vehicle must be fueled at Physical Plant.
- If travel exceeds distance of tank of gas, the traveler may refuel the college van while traveling. Fuel purchased should be minimized, i.e. if traveler can return home safely on half a tank, then only half a tank should be purchased.
- College van should be refueled at Physical Plant when van is returned to campus.
- Expense report must include mileage on college van when car was fueled off campus.

Airfare

- All airfare must be arranged thru the Purchasing Office and therefore airfare expenses will be paid directly to our travel agency.
- Airfare costs **will not** be reimbursed to employees.

Other Transportation

- All other transportation expenses will be reimbursed with receipts, i.e. taxi, airport shuttle, subway.

Gratuities

- Gratuities are the responsibility of the traveler and will not be reimbursed by the college; however, mandatory gratuities charged directly to the traveler's hotel bill will be reimbursed when claimed on the Travel Expense Report.
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Sales Tax

- When traveling on behalf of the college (on college approved travel) you are exempt from New York State sales tax. Before you commence your travel, if you are planning on incurring lodging costs in New York State you should obtain **Form ST-129 Exemption Certification** (for hotel rooms) as well as a **Sales Tax Exemption Letter** from the Purchasing Office. These forms should be presented to the hotel to exempt you from the New York State sales tax associated with your lodging.

Travel Advance

- If a travel advance is desired, the appropriate box on the Travel Authorization form should be checked.
- Approximately 2 weeks prior to travel, the traveler must contact the Accounts Payable Office at extension 4509 or 4518 to confirm the travel advance and make arrangements to pick up the travel advance check.
- The traveler is responsible for repayment of the travel advance within 30 days of conclusion of the travel. If travel expenses exceed the amount of the travel advance, the travel advance will be considered repaid and a check will be issued to the traveler for the amount of the expenses that exceed the advance. If travel expenses are less than the amount of the advance, the traveler will have to repay the difference (between the travel expenses and the travel advance) to the Accounts Payable Office.

Expense Reimbursement Report

- You must complete a Travel Expense Report to be reimbursed for travel expenses. You should identify all travel expenses that were approved for reimbursement including but not limited to meals, lodging, transportation and conference registration fee. After appropriate signatures have been obtained, the Travel Expense Report must be forward to the Accounts Payable Office, ADM-260 for payment processing.

Authorization

- The Travel Expense Report must be signed by the traveler and the traveler's supervisor.
- In addition, the expense report must be signed by the traveler's Vice President for travel out of state.