



## Completing Your Travel Voucher and State Travel Card Reconciliation Form

The following is a guide to completing your Travel Voucher & State Travel Card Reconciliation Form (TV&STCR) per SUNY Fredonia Travel Policy #810.

### Things to Note:

1. All travel MUST have a Travel Authorization (TA) form completed four (4) weeks prior to the departure date.
  - a. TAs should NOT be turned in with TV&STCRs. Pre-approval for trips is a requirement for all travel.
  - b. Do not turn in a copy of your TA with the TV&STCR. All original signature TAs are stamped and filed in the Accounting Department to be attached to completed TV&STCRs upon their submittal.
    - i. This does not include TAs for 'insurance purposes only' where travel is under 35 miles. These TAs should be held in the issuing department.
2. Please be sure to utilize the new, PDF version of the TV&STCR which is provided on the [Travel Forms and Resources](#) page. Previous versions of the TV&STCR will no longer be accepted. Should you utilize the incorrect version, your paperwork will be returned noting such and a new form must be submitted.
  - a. There is now only one (1) TV&STCR form to be utilized regardless of use of a Travel/NET card or a request for personal reimbursement. Prior versions of the 'Travel Voucher' form (which is now obsolete) will no longer be accepted.
3. Please do NOT save a partially completed version of the TV&STCR to your computer for future use. This can create issues with prefilled dates and other information not being changed/updated appropriately. If you wish to save a copy of the form, please save only a blank form to be filled out in full with each new trip request.
4. Please fill out the form COMPLETELY. Incomplete forms may be returned for further verification, signatures, etc.
  - a. Only original signatures are accepted on TV&STCRs at this time.
5. **IMPORTANT: When entering amounts for either Travel/NET card purchases or personal reimbursement, please be sure that the amounts are recorded in the correct column.** Errors could delay processing.
6. **Regarding Additional Funding Sources:** If additional funding sources are to be utilized for travel reimbursement (Foundation, Research, etc.), it is the Department's responsibility to be sure the proper check request form is included with the TV&STCR when submitted to the Accounting Department. Once received, the Accounting Department will forward all pertinent paperwork, along with the check request to the issuing organization for reimbursement. This applies to both reimbursements to travelers as well as charges on a State issued Travel/NET card.

### Instructions

Leave blank the following (these will be completed by Accounting once TV&STCR is turned in):

1. Voucher #, Payee Amount, IRS Code, Liability Date, Merch/Inv Rec'd Date and Travel Dates.

**Traveler must complete:**

1. ALL required cells on the TV&STCR. This includes:

- a. NYS Employee ID # (Begins with an 'N' and can be found by going to the Employee Services Portal and clicking on the Human Resource Systems link.)
  - b. Chase Statement Date (enter N/A for reimbursement only)
  - c. Payee/Cardholder Name
  - d. Legal Address
  - e. City, State, Zip
  - f. Start Location
  - g. Destination
  - h. Departure Date and Time
  - i. Return Date and Time
  - j. Normal Office Hours
    - i. Please note that H, I & J are required in order to claim breakfast the morning of departure when leaving an hour or more before normal work hours and dinner the evening of return when arriving home two or more hours after normal end of day.
  - k. Purpose of Travel
2. Whether the TV&STCR is a partial reimbursement (to be checked if there will be additional receipts related to the same trip on a future Travel/NET card statement) or final (to be checked for personal reimbursements and Travel/NET card statements where no additional receipts will be turned in).

**Traveler should complete (as needed):**

1. Transportation
  - a. Record cost of airfare (including agent fees and up to one checked bag), train, bus, or rental vehicle if any of these methods were used.
  - b. Fuel costs should be entered for rental vehicles and/or University vans (check box).
  - c. If a personal vehicle was taken then the Personal Vehicle Mileage field should be completed. An AC160 Mileage Statement is required even if you are claiming the reduced mileage from the 'Personal vs. Rental Vehicle Cost Comparison' form (located on the [Travel Forms and Resources page](#)).
    - i. Plug in the miles traveled (in whole numbers) and the current mileage reimbursement rate from the [GSA website](#). Your reimbursement amount will auto-calculate in the 'Due to Traveler' column.
2. Lodging
  - a. Record number of days for which you had lodging and the state rate paid per day. If the state rate was not obtained, use the last section to record number of days and the actual rate paid. You will also need to attach a completed 'Over Per Diem Lodging Justification' form (found on the [Travel Forms and Resources page](#)).
  - b. Due to the fact that these amounts could be recorded as either a Travel/NET card expense or a reimbursable expense the form will not auto-calculate this amount for you. Please fill in the total lodging cost in the appropriate column.
3. Meals
  - a. Meals are calculated using either Method I or Method II. Please see Fredonia's Travel Guideline #810 (located on the [Travel Forms and Resources page](#)) for requirements for claiming the two different methods.
    - i. If using Method I, per diem rates are found on the Travel Guidelines.
    - ii. If using Method II, per diem rates can be found on the [GSA website](#).
      1. Once you have navigated to the site, please enter the zip code for the location where your LODGING was located. (If you stayed outside of the

- country, you need to scroll to the bottom of the page and click on the world map.)
2. Using ONLY the M&IE Total amount from under the 'Meals & Incidentals rates and breakdown' heading, you will record this amount next to the per diem rate and under the 100% heading on the TV&STCR.
    - a. From this amount, the form will auto-calculate 20% for breakfast and 80% for dinner.
    - b. Record the number of breakfasts and dinners you are eligible for based on overnight stays. (Refer to Travel Policy #810 for more information.)
    - c. The form will auto-calculate your total meal reimbursement under the 'Due to Traveler' column.
  - iii. If you have meal receipts from a Travel or NET card, these should be totaled and recorded on the last line of the Meals section under 'Other Than Per Diem Rate'.
    1. Be mindful of your spending for meals on Travel/NET cards. These amounts are still governed by Method I or Method II per diem rates. Overages will need to be reimbursed to Fredonia.
  4. Incidental Expenses
    - a. Record any incidental expenses that were incurred during the trip.
    - b. If completing 'Other', please provide a description of the expenses incurred.
  5. Registration/Conference Fees
    - a. If fees were paid for an event or conference, please record them here, not in the Incidental Expenses section of the TV&STCR.
  6. The TV&STCR form will calculate your total Travel/NET charges and/or your personal reimbursement.
    - a. Please note: If you have a trip allowance (found on your submitted TA) you must record this amount under 'Traveler's Total Trip Allowance'. This is the maximum amount you can spend on a Travel/NET card or be reimbursed for this trip. Should your Travel/NET card charges exceed this amount, you will be required to reimburse Fredonia for the difference.
  7. Certification
    - a. Traveler must sign, provide their title and date the form.

**Once TV&STCR form is completed in full, all original, itemized receipts MUST be attached. Any additional forms (AC160 Mileage Report, Over Per Diem Lodging Justification form, etc.) must also be included. Please note: in order to claim Method II reimbursement a lodging receipt must be included. If a receipt is missing or not itemized it is the responsibility of the traveler to obtain proper copies prior to turning in the TV&STCR form to the Accounting Department.**

**Supervisor should:**

1. Verify documentation is complete and accurate to the best of their ability.
2. Sign TV&STCR (including title and date of signature).
3. Send the completed form with all submitted documentation to the Accounting Department for processing.

**ALL paperwork, receipts, etc. must be scanned in and saved as a backup prior to submitting originals to the Accounting Department.**

**If there are any questions regarding the TV&STCR process, please refer to Travel Policy #810, or contact the [Accounting Department](#). (x3467)**