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|  | **Accounting/Accounts Payable**  **STATE UNIVERSITY OF NEW YORK AT FREDONIA** | POLICY NO: | 810 |
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| TITLE: **Travel**  Explanation of Travel Guideline | | | |

# Purpose

The purpose of this guideline is to define allowable reimbursable travel expenses and what documentation is required for submitting travel expenses.

# Scope

Traveling to teach, learn and collaborate with colleagues is an integral part of university life. Fredonia offers multiple payment options and **will reimburse individuals for actual, most economical, necessary, appropriate and approved travel expenses incurred in the performance of university business.**

Travel includes numerous scenarios and modes of transportation. This guideline encompasses using state funds to cover the most popular transportation modes, lodging, meals, and incidental travel expenses. This guideline also summarizes the purpose of Travel Authorizations and Travel Voucher Forms used at Fredonia.

Fredonia utilizes the Office of State Comptroller (OSC) Travel Manual as our guidance source. Fredonia can choose to make OSC and SUNY rules more stringent, but cannot be less restrictive. It is the traveler’s responsibility to know the travel rules.

# Procedure

***All travel must:***

* Be in compliance with the rates and regulations listed here, which follow Federal, New York State, SUNY, and Fredonia rules and regulations.
* Be for official State business and in the best interest of the State.
* Include only actual, necessary and reasonable business expenses.
* Be conducive to achieving the objectives of the trip while balancing factors such as least expensive, time and safety.
* Be pre-approved via written documentation.
* Must have signed **Travel Voucher Form** in the Accounts Payable Office within **30 business days** of the traveler's Return Date and/or JP Morgan Chase statement Due Date**.**

All trips must be documented and should follow the basic workflow described herein.

**Traveler must obtain pre-approval**, in writing, signed by Supervisor, Account Owner, Dean and division Vice President for any business conducted outside of their Official Station. Depending on the Travel Status and reimbursement situation for the trip, submission of a **Travel Authorization Form to the Accounts Payable Office** may be required.

The pre-approval process should be completed at least 4 weeks prior to the Departure Date. Once approval for the trip is granted and funding is secured, traveler may begin purchasing items such as registration, airfare, rental car, lodging, etc.

***What is your Official Station location?***

* The designation of Official Station is determined by the University in the best interest of the university and not for the convenience of the employee and is generally defined as the address of the office to which the employee is assigned to do 60 percent of their daily work.
  + The NYS Office of State Comptroller reserves the right to review all office station determinations.
* An employee can have only ONE official station.
  + The purpose of the official station is to determine when the traveler is in *Travel Status* and eligible for reimbursement of travel expenses.
  + Travel between the employee’s home and official station is considered their *normal commute miles* and is not reimbursable.

***Traveler will have to decide which preferred payment method to use****:*

Payment methods consist of:

* Personal credit card
* State-issued travel and/or NET card
* State-issued procurement card
* State-issued purchase order or;
* The combination of all listed above

The university’s preferred and most efficient method of payment for travel-related expenses is via the state-issued JPMC Travel and/or Non-Employee (NET) Card. The name embossed on the state-issued Travel and/Non-Employee (NET) Card is the ONLY person authorized to add expenses to that card.

***Travel Cards*** are to be used to pay only those expenses relating to travel costs incurred by the individual whose name is embossed on the Travel Card and when traveling on official State business and in Travel Status. Employees may not use travel cards to make personal purchases, even if they intend to reimburse the State for those expenses. In addition, travel cards must not be used to pay expenses that are not travel-related.

Employees are instructed NOT to put meals on a state-issued Travel Card, unless absolutely necessary.  If meals are charged to a state-issued travel card, an itemized receipt must be included with the voucher and employee's meals cannot exceed the Per Diem Rates and must meet the Travel Status timeframes.  If an employee is using the Receipted Method 2 meal reimbursement, the employee will NOT be reimbursed the difference between the actual meal expense charged to the card and the allowable Per Diem Daily Rate.

A Procurement Card should be used when making State purchases of goods and services not related to travel. Conference registration fees should be charged to the travel card, but may be charged to the procurement card, if traveler does not have a state-issued travel card.

***Non-Employee Travel (NET) Card*** should be used when making purchases for non-employee travel expenses.

All state-issued travel cardholders will reconcile trips using ONLY the Travel Voucher & State Travel Card Reconciliation Form (TV&STCR**)**. This form provides details of all expenses including both travel card charges and out-of-pocket expenses.  Once a successful audit is completed, the Accounts Payable office will reimburse out-of-pocket expenses and pay the travel card directly.  Travel Vouchers must be submitted within 30 business days of the end of the travel event, since they provide information necessary to reconcile the travel card bill and refute potentially fraudulent charges. Employees are still required to submit expense reports to account for all expenses even if they miss the 30-day submission window. Revocation of an individual’s travel card will occur upon repeated delays in the submission of expense reports. Vouchers must be submitted for all charges whether or not out-of-pocket expenses were incurred.

* Improper or unauthorized charges may result in mandated reimbursement to the agency by the employee, suspension or loss of privileges related to the travel card, and/or disciplinary action.
* Agencies are responsible for recovering any overpayments or improper charges as well as insuring the bill is reconciled correctly.  Improper charges may be recovered from an employee’s reimbursement for out-of-pocket expenses, paychecks or any other monies owed to the employee.
* Employees leaving the agency must turn in their travel card prior to leaving. Agency finance offices are responsible for verifying any outstanding charges and canceling an employee’s travel card before the employee’s final paycheck is issued.

***If traveler does not have a state-issued Travel Card:***

* The JPMC Procurement Card (PCard) or Purchase Order can be used when state funds are paying for conference registrations.
* A Purchase Order may be used when paying for a hotel (if the hotel will accept a purchase order as our *promise to pay*).
* Use of a university owned vehicle will result in an Auto Recharge to the department.
* The above three bulleted items are NOT linked to a specific trip reimbursement.  If the traveler is given a Trip Allowance, the authorizing department MUST deduct the above three items from the total Trip Allowance written on the Travel Authorization Form.

**Misuse of the state-issued NET or Travel Cards will result in the following disciplinary steps:**

1st Offense: Employee will be notified via email of the misuse

2nd Offense: Employee their Supervisor and Internal Control Officer will be notified.

Internal Control Officer will send a letter to cardholder (CCing both their supervisor and Human Resources) directing cardholder to schedule a counseling session, which will include another mandatory training session with Travel Administrator.

3rd Offense: Employee’s NET Card will be terminated and other disciplinary actions may be taken by Human Resources, which could include termination of employment.

Any misuse of the NET Card will result in the employee reimbursing the un-allowable expense to the Campus.

The Travel and Non-Employee Travel (NET) Cards are the property of the State University. Human Resources will notify Travel Administrator of all employee transfers, retirement or terminations. The cardholder should also be proactive and return your card immediately upon request or upon termination of employment or retirement. Should there be any change in your employment status at Fredonia, you must return this card.

**Additional Item to Note:**  If a personal credit card is used to pay for travel expenses, traveler CANNOT be reimbursed until the trip has ended.  If a state-issued travel card is used to pay for travel expenses, cardholder must submit Travel Voucher Forms monthly (before the statement's Due Date), whether the trip has ended or not.

**All travel in which state funds will be expended, must be "reconciled"** **by the traveler within 30 business days of their Return Date and/or the Due Date on the JPMC Travel/NET Card statements.**

* The type of "reconciliation" will depend on how the travel expense was created.  Below is a list of the most common types of "reconciliations" methods:
* Travel Voucher Form (used by those travelers who do NOT have a state-issued JPMCTravel and/or expenses on a NET Card).
* Travel Voucher & State Travel Card Reconciliation Form (ALWAYS used by those travelers who DO have a state-issued JPMC Travel and/or NET Card.  Cardholders use this form even if there are no expenses on the JPMC Travel and/or NET Card statement).
* **ORIGINAL RECEIPTS and SIGNATURES are required** with the Travel Voucher Forms.
* If traveler is not on campus for an extended period of time, scanned-in documents may be emailed to the traveler's supervisor. Supervisor will print, sign and forward to Accounts Payable Office.  However, traveler is responsible for submitting ORIGINALS to Accounts Payable Office upon their return to campus.
* If a University vehicle was utilized (for a group of 5 or larger), "reconciliation" will happen automatically via an internal monthly Auto Recharge back to the department. The vehicle expense and fuel (purchased using the university vehicles’ gas card) for a University vehicle is NOT recorded on a travel voucher.
* If a Procurement Card was utilized, "reconciliation" will happen via the procurement cardholder's on-line reconciliation process. The expense is NOT recorded on a travel voucher.
* If a purchase order was utilized, traveler will forward vendor's invoice to the Accounts Payable Office.  Signing, dating and noting (on the invoice) that they have successfully completed the event listed on the purchase order and it is now *okay to pay*. The expense is NOT recorded on a travel voucher.

**Additional Item to Note:** This document and Accounts Payable’s Travel web page provides guidance for travelers who will be expending **state funds.**  Reimbursements from "Other Funds," such as Fredonia College Foundation, Research Foundation, Faculty Student Association (FSA), and/or Student Association will most likely follow a different or additional set of rules.  Please call the Accounts Payable Office if unsure how "Other Funds" will affect the state workflow.

***Travel Days:***

Reimbursable travel expenses are based upon balancing factors such as least expensive, time and safety***.  Travel Days*** are typically one day **prior** to a business event that starts in the morning and one day **after** a business event that ends in late afternoon

***Employee Lodging near the Buffalo Airport*** (or airport closest to employee's residence) for early morning departures or late evening arrivals, lodging for employees is typically not allowable, because it is not least expensive.  However, due to inclement weather conditions and distance traveled on Travel Days, documentation supporting safety concerns must be attached to the Travel Authorization or Travel Voucher to allow for reimbursement.

**New York State Sales tax is not reimbursable!**

Tax exemption should be obtained for lodging, car rentals and purchases made within New York State.  Travelers are advised to use the NYS Exemption Certificate for Tax on Occupancy of Hotel or Motel Rooms (ST 129), New York City Tax on Occupancy Tax Exempt or NYS Tax Exempt Certificate (AC946) forms.

The following states may also grant tax exemptions status when presented with their exemption form and Fredonia FREDCard ID:

Delaware

Florida

Maine

Missouri

New Jersey

North Dakota

Ohio

Rhode Island

**All trips must be pre-approved by the traveler’s Supervisor, Account Owner(s), Dean and division Vice President.**

**All travel outside the Continental USA and Canada or ANY trip that exceeds the total expense of $2,000 must be approved and the Travel Authorization Form received in the Accounting/Accounts Payable Office 4 weeks PRIOR to the trip Departure Date. The Travel Authorization Form for these trips MUST be approved via signature by the President or the division Vice President (or their designee).**

**A traveler is in *Travel Status* when they are:**

* Engaged in official university business
* At a distance of 35 miles or more from their designated official station **and** place of residence.
* When a traveler is in *Travel Status*, they are eligible for reimbursement of travel expenses (such as meals and lodging).

**A traveler is in *Proximity Status* when they are:**

* Engage in official university business
* At a distance less than 35 miles from their designated official station **or** place of residence.

**Travel Status is important to know, because the required documentation is in-part determined by the traveler’s Status.**

When in ***Proximity Travel*** *Status*:

* If no state funds will be expended for trip via personal reimbursement or JPMC Travel and/or NET Cards, traveler does NOT have to submit a Travel Authorization Form to Accounts Payable Office.  HOWEVER,
  + Per OSC, each department must establish a process by which the traveler and traveler's supervisor have on file, some type of written documentation showing pre-approval for Proximity Travel.

When in ***Travel Status***, traveler MUST ALWAYS submit a pre-approved Travel Authorization Form to the Accounts Payable Office prior to the Departure Date. Submission of the Travel Authorization Form should be four weeks prior to the Departure Date.

**All travel outside the Continental USA and Canada or ANY trip that exceeds the total expense of $2,000 must be approved and the Travel Authorization Form received in the Accounting/Accounts Payable Office 4 weeks PRIOR to the trip Departure Date. The Travel Authorization Form for these trips MUST be approved via signature by the President or the division Vice President (or their designee).**

If state funds will be expended for ANY trip via personal reimbursement or JPMC Travel and/or NET Cards, traveler MUST submit a pre-approved Travel Authorization Form to Accounts Payable Office.

## *Overnight Trips:*

Travelers may claim the federal Per Diem Rates for the place of lodging and may get reimbursed for Method 2 meals, if no meals are provided by event sponsor upon submission of the lodging receipt. When traveler is in overnight status, meals are calculated as dinner the night of the stay and breakfast the next morning.

Employees may be eligible for breakfast (20% of the meal Per Diem Rate) on their Departure Date, if they leave at least 1 hour before their normal start time. Employees may be eligible for dinner (80% of the meal Per Diem Rate) on their Return Date, if they return at least 2 hours after their normal end time. DEPARTURE AND RETURN TIMES MUST BE CLEARLY MARKED on the Travel Voucher to get these extra meals reimbursed.

Claiming the meal Per Diem Rate when a “continental meal” is provided -

1. If a traveler pays a conference registration in which it is stated on the registration form/agenda that meals are provided, and that meal is merely a “continental” (cold, boxed, etc.), then a traveler is NOT entitled to a meal Per Diem reimbursement.
2. If a HOTEL provides everyone a continental meal as part of their stay, a traveler WOULD be entitled to the meal Per Diem, if they wish to claim it.

## *Day Trips:*

Travelers may be reimbursed for breakfast and/or dinner for day trips based on departure and return times. Travelers are entitled to reimbursement for breakfast if they have to leave at least one hour before their normal work start time, and/or for dinner if they return at least two hours later than their normal work ending time.

* **Travelers without meal receipts** are reimbursed $5.00 for breakfast and/or $12.00 for dinner.
* **Travelers with meal receipts** are reimbursed for the actual expense up to the maximum amount of the daily meal Per Diem allowance (Method 2) specified for the particular area related to the travel destination. The meal per diem allowance is apportioned 20% for breakfast and 80% for dinner.  Travelers’ reimbursement will be for the actual amount they spent, which cannot exceed the allowable Per Diem Rate.

Meals on Day Trips are taxable**.  Travelers are instructed NOT to put meals on their state-issued Travel Card.**

***Help Making Travel Arrangements:***

New York State has one travel agency on contract.  Travelers are highly encouraged to book all airfare through this travel agent.

**Direct Travel**  
Telephone: (800) 774-0655  
Email:  CCTravel@dt.com  
Fax:  (518) 292-9090  
After Hours Emergency Assistance:  (800) 774-0655, press Option 8

Direct Travel has an on-line booking software called *Concur*.  All travelers who have a state-issued Travel and/or NET Card are encouraged to establish a *Concur* Profile.  Booking flights, train, lodging, and rental cars on-line through Concur, via the use of a state-issued Travel Card results in a much lower Agent Fee being charged.  Please contact the Accounting/Accounts Payable Office to obtain a *Concur* UserID and Password.

***Transportation*** from an employee’s home to the Official Station is not a reimbursable expense. Generally, an employee’s official station is his or her usual work location (office); regardless of where the employee maintains his or her residence.

Travelers should use the most efficient and cost-effective method of transportation available. Often, this means using a common carrier such as an airplane, train, bus or taxicab. The choice of transportation method must be in the best interest of the state. Travelers should obtain the lowest cost coach equivalent accommodations available.

Charges for traveling by common carrier between a transportation terminal (e.g., airport, bus or train station) and home or official station may be incurred and are reimbursable for actual costs.

***Airfare and Amtrak:***

* Purchase airfare and Amtrak fares with a state-issued credit card through Direct Travel's *Concur* software.
* Only coach or economy fare is reimbursable.
* Pre-boarding fees are not reimbursable.
* Airfare cost comparison may be necessary to justify method of transportation, times of travel, or if personal travel is combined with business travel.
* Rail travel in excess of 200 miles one way may be business class.

***Travel by Automobile:***

When the use of a **rental vehicle** is necessary, prudent and less expensive than common carrier, travelers should use the New York State Enterprise/National or Hertz Rental Contracts.

* When renting a vehicle for State business, the traveler should rent in the name of New York State and sign the agreement as an agent for the State.
* Hertz Contract Number is **PS68908.**
  + All nationwide Hertz locations and certain international locations are included in the contract.
* Enterprise Contract Number is **PS68982.**
* National Contract Number is **PS68983.**
  + All locations within the State of New York and locations within the following counties in Connecticut, New Jersey and Vermont are included in the Enterprise/National contract.
  + Connecticut: Fairfield, Litchfield, and New Haven.
  + New Jersey: Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, and Union.
  + Vermont: Addison, Bennington, Caledonia, Chittenden, Franklin, Lamoille, Orange, Orleans, Rutland, Windham, and Windsor.
* **Up to a “standard” size vehicle rental is allowable.** If larger vehicle is required, written justification must be included with rental car receipt.
* Rental cars may be picked-up at any (typically the closest) rental office location.
* If the traveler's Departure Date and Time are prior to the rental car office's normal business hours, rental car may be pick-up in the last hour of the last regularly opened day.  Traveler must inform the rental car office of the early pick-up.  Rental car office will not charge for the early pick-up.
* If the reserved vehicle is not available at time of pick-up:
  + Rental office, if they have it, should give traveler the next largest size at the same daily rate of the reserved vehicle.
  + If the local rental office does not have a larger vehicle and If traveler is willing to drive personal vehicle to the next closest rental office, traveler should ask rental office to “call ahead” to the next rental office to see if they have a vehicle available.
* Enterprise does NOT stock vans in our local rental offices. Please reserve vans, allowing ample time for our local rental office to obtain a 12-passenger van.
* Any gasoline purchases and other direct costs associated with the vehicle will be reimbursed.
* Reimbursement for personal car mileage to pick-up or return from the rental car office is reimbursable.  All other personal car mileage when using a rental vehicle will not be allowed.
  + The state-issued travel card provides full insurance coverage and should be used for all rentals that are 31 days or less. If the state-issued card is used, additional insurance should NOT be purchased. If the state-issued card is not used, it is recommended that the traveler purchase the collision damage waiver.
  + Rental car should be returned with the same fuel level as when taken out.  Refueling Fees are not reimbursable.
  + Tolls are reimbursable.
    - Our local Enterprise Offices does have EzPass tags.  Personal tags may be used in rental cars.  Caution is advised as position of tag in car and individual EzPass accounts determine how a traveler's tag will record toll expenses.
  + Employee should contact rental car company regarding any mechanical issues such as, but not limited to flat tires and broken windshield wipers.
  + In case of accidents, travelers should notify the rental car company and their agency immediately to file a claim.

Our **University vehicle** fleet has been downsized to a few 12-passenger vans. Only groups of 5 or more may request the use of a university vehicle. Please complete a University Vehicle Request Form, found on the Facilities Services web page.

A **personal vehicle** may be used for State business purposes when a State vehicle, common carrier or rental car is not available, is not cost effective or is otherwise not appropriate (for example, there is a need to transport voluminous files or documents and use of a State vehicle or common carrier is not practical). Mileage reimbursement rates are determined by the IRS.

* + Charges for gasoline, oil, accessories, repairs, depreciation, anti-freeze, towing, insurance and other expenditures will not be allowed. These are considered operational costs and are covered in the mileage allowance.

All reasonable and necessary **parking** charges will be reimbursed. Valet parking fees will only be reimbursed if it is an unavoidable expense (for example, when the hotel only offers valet parking).

***Lodging and Meals:***

Employees may choose one of two methods for expense reimbursement for overnight travel, whichever is to their advantage. Travelers may not, however, combine the two methods on the same overnight trip. An overnight trip is defined as dinner, lodging and breakfast the following morning. Breakfast and dinner are reimbursable meals; lunch is not.

***Unreceipted Method (Method 1)*** - This method provides for a fixed rate allowance for meals, lodging and incidental expenses regardless of where lodging is obtained, including lodging with relatives or friends. Rates are established based on the city or county where lodging is obtained or the location to which the employee was traveling (whichever rate is less), and such location must be indicated on the expense report. No receipts are required to claim this method of reimbursement. Receipts are required for expenses not included in the fixed rate allowances for meals, lodging and incidental expenses.

Location and Per Diem Rates are as follows:

* New York City and Nassau, Suffolk, Rockland and Westchester Counties - $50.00
* Cities of Albany, Binghamton, Buffalo, Rochester, Syracuse and their respective surrounding metropolitan areas - $40.00
* All other locations in New York State - $35.00
* Out of State (this includes any out of state tax on lodging) - $50.00
  + Travelers using this unreceipted method are also eligible for an additional $5.00 for breakfast on the day of departure if they have to leave at least one hour before their normal work start time. They are also eligible for an additional $12.00 for dinner on the day of return if they return at least two hours later than their normal work ending time.

**Travelers are instructed NOT to put meals on their state-issued Travel Card.**

***Receipted Method (Method 2)*** - This method provides reimbursement of actual lodging costs and an allowance for meals and incidental expenses based on federal reimbursement rates for the county of lodging. The per diem rates for locations within the continental United States are revised annually in October. Since rates are based on location of lodging, the city and state of the lodging location must be indicated on the Travel Authorization and Travel Voucher Forms.

* Maximum lodging rates shown on the GSA's Per Diem website exclude taxes.
  + - Allowable Meal Per Diem Rate is located in the M&IE Total column. This is the ONLY allowable rate.
* Receipts are required for lodging.
  + - A lodging receipt is required when claiming Method 2 meal per diems.
    - Meal receipts are not required to claim Method 2 meal per diems.
    - Receipts are required for ANY expense put on a state-issued travel card.
* For each day the traveler is in overnight travel status, the traveler is eligible for reimbursement for lodging up to a maximum lodging per diem and meals at a per diem fixed allowance.
  + The meal per diem is for dinner one night and breakfast the following day.
* Travelers using this method are also eligible for an additional per diem for breakfast if they have to leave at least one hour before their normal work start time the first day of travel, and/or for dinner if they return at least two hours later than their normal work ending time on the last day of travel. In these cases, breakfast and/or dinner will be reimbursed up to the maximum amount of the meal per diem allowance specified for the particular area of lodging. The meal per diem allowance is apportioned 20% for breakfast and 80% for dinner.

## *Per Diem Rates:*

Per Diem rates for domestic and foreign travel may be found at [http://www.gsa.gov**.**](http://www.gsa.gov/portal/category/21287)Click on Per Diem Rates, on the left under Most Requested Links. Locate the map of the United States.

* + - To get domestic rates, it is best to input the ZIP Code of traveler’s destination.
    - Maximum lodging rates shown on the GSA's Per Diem website exclude taxes.
    - Allowable Meal Per Diem Rate is located in the M&IE Total column. This is the ONLY allowable rate.
    - To get foreign rates, click on the rates in foreign location (found on the right side of the US map).

Claiming the meal Per Diem Rate when a “continental meal” is provided -

1. If a traveler pays a conference registration in which it is stated on the registration form/agenda that meals are provided, and that meal is merely a “continental” (cold, boxed, etc.), then a traveler is NOT entitled to a meal Per Diem reimbursement.
2. If a HOTEL provides everyone a continental meal as part of their stay, a traveler WOULD be entitled to the meal Per Diem, if they wish to claim it.

**Additional Item to Note:** These rates will change on October 1st of every year and may be adjusted throughout the year as well.

**Travelers are instructed NOT to put meals on their state-issued Travel Card.**

If lodging is provided by the traveler’s agency or another agency without charge to the traveler, that fact including the name of the agency must be indicated in writing and included with the Travel Authorization or Travel Voucher Forms. Lodging and/or meals when provided at no cost to the employee by a State agency or third party as part of an assignment are not reimbursable. If only lodging was provided, meal allowances based on location of lodging may still be claimed.

If employee is unable to secure lodging at the allowable Per Diem Rate, an Over Per Diem Lodging Justification Form must be submitted with the Travel Authorization or Travel Voucher Forms to obtain reimbursement.

**Additional Items to Note:**

* The single room rate is typically the least expensive.
* Business calls and Internet use must be documented on the hotel bill.
* Personal expenses such as pay TV, movies and laundry are not allowed.
* Any meal showing on the lodging receipt, must include an itemized breakdown and be listed on the Travel Voucher Form under Meals.
* All reasonable and necessary parking charges will also be reimbursed. Valet parking fees will only be reimbursed if it is an unavoidable expense (for example, when the hotel only offers valet parking).  Parking must be listed on the Travel Voucher Form under Parking/Tolls.
* Car rentals for transportation from airport to hotel are normally not allowed as shuttles and taxis are usually more cost-effective.

## *Incidentals:*

* Parking, taxi and shuttle fares, business related telephone charges, baggage transfer charges, and tolls can be reimbursed. Traveler may go online to check tolls at Thruway Calculator. Tolls may also be reimbursed if paid for through EZ Pass. Note: EZ Pass does not work in Canada except on the Peace Bridge.
* Tips are included in the Per Diem M&IE rate.
* As of April 1, 2015 OSC is requiring itemized receipts for all incidental expenses.

## *Conference Registration Fees:*

* Registration can be paid by the traveler and reimbursed on the Travel Voucher OR if permissible by department the traveler can pay for registration on their procurement or travel card, or on a Requisition.

***What travel reimbursement paperwork is due in Accounting/Accounts Payable by which dates:***

Employees seeking ***out-of-pocket reimbursement have 30 BUSINESS days after the Return Date*** showing on their Travel Voucher in order to receive reimbursement. There are no exceptions to this rule!!  Fredonia is more restrictive than OSC by electing to NOT reimburse out-of-pocket expenses if paperwork is not received in Accounting/Accounts Payable within 30 business day.  Per OSC, we must treat all travelers by the same travel rules.

Employees who have a ***state-issued TRAVEL and/or NET Card have until the next monthly statement release date to submit TRAVEL and/or NET Card reconciliations.*** If the cardholder misses the release date, their monthly Spending Limit will be dropped to $1, until such time that reconciliations are 100% complete.

**It is the employee's responsibility to monitor the workflow of their paperwork.**

***Required Documentation when reconciling a trip:***

Travelers must provide ORIGINAL receipts with Travel Voucher. Agencies have the discretion to, on occasion, allow reimbursement of a business related travel expense if a receipt is misplaced or illegible, and there is no reason to question the legitimacy of the expense.  Also, Agencies may reimburse expenses for which receipts are not customarily provided (e.g., coin parking meters).

Proof of Business and Proof of Attendance - the official university business conducted while traveling to support the days in which the air or train travel encompass.

* If the purpose of travel is to attend a conference, the conference brochure, agenda or program is required. If the purpose of travel is something other than attending a conference, a letter, email, agenda or other documentation regarding the purpose of travel is required to obtain reimbursement.
* In all instances an agenda, program or other documentation is required to substantiate all travel expenses or days expenses are claimed.

For unreceipted expenses, such as mileage and unreceipted Per Diems, original receipts are not required. However, written documentation supporting the unreceipted expenses is required and traveler may be required to document unreceipted expenses in other ways such as the [Mileage Statement for Personal Automobile AC-160](https://www.fredonia.edu/sites/default/files/section/about/offices/accounting/_files/Form%20Personal%20Automobile%20Usage%20Rev%2008-17-rev1.xls) form.

Itemized receipts are required for all Travel and NET Card charges, including those related to meals. Original receipts are required.

Social activities (e.g. sightseeing, golf outings) are considered personal expenses and will not be paid or reimbursed.

If the purpose of travel is to attend a conference, the conference brochure, agenda or program is required. If the purpose of travel is something other than attending a conference, a letter, email, agenda or other documentation regarding the purpose of travel is required to obtain reimbursement.

* + In all instances an agenda, program or other documentation is required to substantiate all travel expenses or days expenses are claimed.

Original signatures of traveler, supervisor and approval authority (when applicable) are required.

When a portion of the travel expenses are paid by another funding source (for example Research Foundation or conference organizer), information must be included on the Travel Authorization and Travel Voucher Forms.

***If Travel is Canceled:***

TRAVELER MUST NOTIFY ACCOUNTS PAYABLE. Traveler MUST provide written justification as to why the trip was canceled. Any funds expended prior to the Departure Date and cancelation of trip may be allowable and/or may need to be reimbursed by the employee.

* Cancelations due to business reasons may be allowable.
* Cancelations due to personal reason are not allowable.

***If traveler has a Trip Allowance:***

Trip Allowances should be noted at the bottom of the Travel Authorization Form. It is the department’s responsibility to share all Trip Allowance Limits with the traveler. If a Trip Allowance applies the University will first apply the approved Trip Allowances to any State Travel card purchase. Any remaining Trip Allowance will then be applied to traveler’s out-of-pocket portion after the trip has ended and the reconciliation has been audited for allowable/non-allowable expenses.

Unlike the Procurement Card, Travel is not an automated process.**Please be sure to follow the Travel Paperwork Best Practices process listed below:**

* Traveler to fill-in all the appropriate fields on the Travel Voucher (TV) or Travel Voucher & State Travel Card Reconciliation (TV&STCR) Form
* Print the TV or TV&STCR Form
* Sign the TV or TV&STCR Form
* Organize original receipts in the order in which the expense appears on the voucher and attach to the back of the voucher.
  + **SCAN IN and SAVE a copy of the voucher and all receipts.**
* Forward the original voucher and receipts to supervisor.
* Supervisor is to sign the TV or TV&STCR Form.
  + **SCAN IN and SAVE a copy of the voucher**.
* Forward the original voucher and receipts to Accounting/Accounts Payable Office for payment.

## *Foreign Travel:*

Travel outside the Continental US and Canada must be pre-approved via signature by the President or divisional Vice President (or their designee).

Reimbursement amount is based on the maximum per diem allowance established by the U.S. Department of State. The rates are posted on the <http://www.gsa.gov> web site. Expenses should be converted to American dollars, based on the exchange rate in effect during the period of travel.

* The foreign travel rates provide for lodging costs up to a maximum amount, and an allowance for meals and incidental expenses. If a traveler is entitled to the full meal per diem, the allowance is divided into 80% for dinner and 20% for breakfast.
* The passport rules are changing. It is the traveler’s responsibility to know the document requirements of the country they are traveling to!

**All travel outside the Continental USA and Canada or ANY trip that exceeds the total expense of $2,000 must be approved and the Travel Authorization Form received in the Accounting/Accounts Payable Office 4 weeks PRIOR to the trip Departure Date. The Travel Authorization Form for these trips MUST be approved via signature by the President or the division Vice President (or their designee).**

## *Travel Voucher:*

All expenses must be recorded on the appropriate forms and attached to a completed Travel Voucher.

* Make sure the following fields (which are blue) are filled in or attached:
* Traveler’s New York State Employee ID Number (your number begins with an “N” and can be found on the SUNY Portal under Human Resource Systems link.
* Date and time of departure and return - this will determine if meals will be paid for
* Departure and (last) destination address
* Supervisor’s signature
* Conference brochure
* Mileage Statement for Personal Automobile Usage, if applicable
* Original receipts for hotel, conference registration, rental cars, airline ticket stubs, or travel agency print out.
* Method I MUST BE USED IF TRAVELER DOES NOT STAY IN A HOTEL.
* Sales tax for lodging is only reimbursable if it is out of NY State.
* Mail or delivery completed and signed Travel Voucher to Accounting/Accounts Payable for payment.

**WE CANNOT REIMBURSE TRAVELER FOR SOMEONE ELSE’S TRAVEL EXPENSES**.

# Documentation Required for Payment

* If in Travel Status a completed Travel Authorization Form must be sent to Accounting/Accounts Payable **PRIOR** to the trip.
* A completed Travel Voucher Form must be sent to Accounting/Accounts Payable.
* Submission dates and correct documentation are explained above.

If you have any questions regarding this guideline, please contact Accounting/Accounts Payable via [e-mail](mailto:Accounting.Office@fredonia.edu) or by calling Ext. 3467.