

BARUCH COLLEGE Travel Instructions

To ensure timely reimbursements of travel expenses, the traveler should be familiar with the State of New York travel requirements. To assist the travelers, we have summarized the guidelines developed by the Office of the State Comptroller, Travel Audit Division .

"Because of the often complex nature of individual travel circumstances, ... every reimbursement issue cannot be explicitly covered.... the basic principle is that only **actual, necessary and reasonable expenses** incurred in the performance of official business, and not for the convenience of the employee, will be reimbursed. All reimbursements for travel expenses are subject to limitations established by collective bargaining agreements, the Division of the Budget or the Office of the State Comptroller."¹

Before initiating a trip, the traveler should :

- ◆ Know State travel rules, regulations, policies and procedures.
- ◆ Obtain necessary **prior approvals** for travel plans including determining the most efficient itinerary and method of travel.
- ◆ Obtain all necessary travel related documents (i.e. Tax exemptions, Travel Voucher forms).
- ◆ Maintain an accurate record of travel expenses including departure and arrival times and actual automobile mileage.
- ◆ Obtain and maintain all necessary **original receipts** to support travel expenses.
- ◆ Claim reimbursement for only actual allowable expenses within the maximum allowable reimbursement rates.
- ◆ Complete Travel Voucher **completely and accurately** for submission to your supervisor in a timely manner.
- ◆ Travel Vouchers should be typewritten or legibly completed and signed in ink by the claimant and his/her supervisor. Each voucher shall clearly state the traveler's name, home address, social security number, signature, official title and employee's supervisor's certification.

In addition, please note:

- ◆ Only telephone charges for official business may be reimbursed. Claims for reimbursement for telephone calls must be fully documented and include a statement of official business, name, number, place and date of call on the voucher or the respective telephone bill.
- ◆ Personal expenses such as laundry, valet service, theatre and banquet tickets, entertainment and transportation to and from meals are not reimbursable.
- ◆ All claims for the reimbursement made for the purchase of necessary supplies, materials or similar charges must be justified and supported by receipts.

You may obtain specific travel information from the School's Dean or from the Budget Office.

¹ New York State Office of the State Comptroller, "Traveler's Guide". H. Carl McCall, State Comptroller. September, 1994