College Guidelines for Travel Reimbursement Submission

Travel Authorization Forms must be submitted for approval at least 8 weeks in advance of the planned trip.

You will receive an email confirmation within 5-7 business days from SPIA Purchase Orders designated e-mail. SPIA is not responsible for reimbursing travel expenses without such approval.

Reimbursement checklist:

☐ Travel expense report – list and description of expenses
☐ Conference registration/membership confirmation
☐ Conference brochure
☐ Hotel invoice, if applicable
☐ Original transportation receipts (air/rail, subway, taxi, parking, etc)
☐ Statement of Automobile Travel Form, if applicable

Guidelines

• Any expenses without appropriate documentation will not be reimbursed by the College.
• Meals are to be reimbursed according to the State per diem rates. No receipts are required.
• For all Transportation expenses, include original boarding passes/ticket stubs.
• Travel Expense Report must be fully completed and submitted electronically.
• Lodging expenses should include original itemized invoice (email/online receipt will not suffice).
• For car travel, submit the Statement of Automobile Travel Form, a detailed memo including the point of departure and destination, reason for car travel and description of additional expenses incurred (i.e. tolls). In addition, directions from Google Maps, using the shortest available route, is required.
• Receipts should be organized in the order of the reimbursement checklist above.
• In order to avoid misplacing receipts, please tape them to a sheet of paper.
• Number all receipts in accordance to the travel expense report.

If you have questions, please contact Rusudan Chitaia, at rusudan.chitaia@baruch.cuny.edu or 646.660.6832