FIRST-TIME TRAVELER

✓ Claim your CUNYfirst account (Also known as CUNYfirst ID)
  
  [CUNYfirst | Claim your Account]

✓ Complete and submit the CUNYfirst Travel and Expenses User Access Request Form with the requested approvals to Jorge Sanchez (Box D-511)
  
  [CUNYfirst Travel and Expense User Access Request Form]

✓ Complete and submit the SFS Vendor ID Request Worksheet to Accounts Payable (Box D-509)
  
  [SFS Vendor ID Request Worksheet]

PRIOR TO TRAVELING

✓ Be familiar with New York State travel rules and regulations
  
  [New York State Travel Manual]

✓ Check the General Services Administration (GSA) website for the per diem rates for lodging and meals. If your lodging is more than the per diem please provide a letter of justification.
  
  [Domestic Per Diem Rates   Foreign Per Diem Rates]

✓ No receipts for meals are necessary when claiming the per diem meal allowance but be aware of your meal and incidental expenses breakdown depending on your travel location
  
  [New York State Meal Allowance Breakdown]

✓ Obtain most economical method of travel in the best interest of the State (A letter of justification is required when a car rental is necessary)

✓ Create a Travel Authorization in CUNYfirst (Travel Authorization is mandatory)
  
  [CUNYfirst - Create Travel Authorization]
  
  [How to Create a Travel Authorization: E-Learning   Quick Reference Guide]

DURING TRAVEL

✓ Keep original receipts (Except for meals when using per diem meal allowance)

✓ Keep boarding passes

AFTER TRAVEL

Submit the following items to Accounts Payable within ten business days of completed travel:

✓ Documentation on reason for travel (i.e. conference program, brochure, schedule, agenda)

✓ CUNYfirst Expense Report printed and signed by the traveler and supervisor
  
  [CUNYfirst - Create Expense Report]
  
  [How to Create an Expense Report: E-Learning   Quick Reference Guide]

✓ Original itemized receipts for reimbursable expenses numbered corresponding to the CUNYfirst Expense Report

✓ Affix each receipt (separately) to a piece of 8 1/2 by 11 inch paper (Please note: All receipts must be uploaded onto CUNYfirst)

✓ Original boarding passes (We will require a credit card statement if boarding passes are not available)

✓ Email confirmation for airfare or ticket with flight information and amount paid

✓ Per Diem page for your destination

✓ Statement of Automobile Travel if a personal vehicle was used for travel
  
  [Statement of Automobile Travel]

✓ Proof of payment - all purchases made via credit/debit cards must include the statement(s) with your name, last 4 digits of the card and charges shown (black-out all irrelevant information) or a copy of the credit card (redact numbers except last 4 digit).

Travel reimbursements for employees on the State payroll with direct deposit will be deposited to the same account. If you do not have direct deposit it will be mailed to the address your payroll check is sent.

Contact your business manager with travel regulation questions and Accounts Payable with reimbursement questions.