

Travel Authorization Request

(Hand written documents will not be accepted.)



Name	Social Security No. (last 4 digits) <small>Enter full SSN only if you are a first time traveler</small>	CUNYfirst ID																	
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Department	Payee Description	Phone Number	Mailbox																
_____	_____	_____	_____																
Home Address	City	State	Zip																
_____	_____	_____	_____																
Destination of Trip	Purpose of Trip	Departure Date	Return Date																
_____	_____	_____	_____																

Sponsoring Organization (Attach a copy of the event information detailing name, place, venue and dates of conference)

		Requested Travel Expenses	Paid by T- Card	Approved Expenses (Tax Levy)	Approved Expenses (Non Tax Levy)
To be Completed by Traveler	Lodging	_____	<input type="checkbox"/>	_____	_____
	Transportation	_____	<input type="checkbox"/>	_____	_____
	Registration Fee	_____	<input type="checkbox"/>	_____	_____
	Meals	_____		_____	_____
	Local Travel	_____		_____	_____
	Miscellaneous Expenses	_____		_____	_____
	Other _____	_____		_____	_____
	Other _____	_____		_____	_____
	Totals	_____		_____	_____
		_____		_____	_____

For Department Use Only

Traveler (Please print and sign)

I have read and consent to the terms and conditions set forth on the reverse side of this form.

Signature

Date

Encumbrances for travel from one fiscal year will not be carried forward to the next fiscal year. Travel vouchers should be submitted to the Controller's Office within ten business days after travel is completed. Individuals traveling after the second week of June should submit all necessary paperwork by July 6th.

Department Authorizer Use Only

CUNYfirst Department and Chartfield (Tax Levy only)

Other (Budget use only)		
Traveler's Department Head	Traveler's Division Head	Charge to Department Head (If Applicable)
Name _____	Name _____	Name _____
Signature _____	Signature _____	Signature _____
Date _____	Date _____	Date _____

BARUCH COLLEGE
Travel Instructions

Baruch College Travel Guide

<http://www.baruch.cuny.edu/adminfin/NewYorkStateTravelInformation.htm>

New York State Office of the State Comptroller, "Travel Guide"

<http://www.osc.state.ny.us/agencies/travel/travel.htm>

To ensure timely reimbursements of travel expenses, the traveler should be familiar with the State of New York travel requirements. To assist 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."

Prior to Travel:

- Know State travel rules, regulations, policies and procedures.
<http://www.baruch.cuny.edu/adminfin/NewYorkStateTravelInformation.htm>
- 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.)

During Travel:

- 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.

After Travel:

- Claim reimbursement for only actual allowable expenses within the maximum allowable reimbursement rates.
- The completed travel voucher must be submitted to your supervisor in a timely manner.
- Travel Vouchers should be completed electronically and signed in ink by the claimant and his/her supervisor. Each voucher must clearly state the traveler's name, home address, social security number, CUNYfirst ID, signature, official title and employee's supervisor's certification.

Please note:

- Expenses such as telephone calls and internet connection fees are reimbursable; however, they have to be reasonable, necessary and business related and must be properly justified on your department letterhead.
- Personal expenses such as laundry, valet service, theatre and banquet tickets, entertainment and transportation to and from, are not reimbursable. In addition, lunch is not a reimbursable.
- All claims for the reimbursement made for the purchase of necessary supplies, materials or similar expenses must be justified, and supported by receipts.