

## Travel Reimbursement Submission Guidelines for Faculty and Staff

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[Travel Authorization Form](#) must be submitted for approval at least 4 weeks in advance of the planned trip.

You will receive an email confirmation within 10-14 business days from [MSPIA.PurchaseOrders@baruch.cuny.edu](mailto:MSPIA.PurchaseOrders@baruch.cuny.edu)

**MSPIA will not reimburse travel expenses without prior approval.**

### Reimbursement checklist:

- [Travel Expense Report](#) – list and description of expenses
- Conference registration/membership confirmation
- Conference brochure/agenda and letter of acceptance for paper presentations
- Hotel invoice
- Original transportation receipts (air/rail, subway, taxi, parking, etc.)
- [Statement of Automobile Travel Form](#), if applicable
- Proof of payment (see below)

### Guidelines

- **Proof of Payment**
  - All purchases made via credit/debit cards must include statement or copy of the credit card
    - If the receipt shows the last 4 digits of the card, a copy of the credit card will suffice. Please make sure to submit a clear copy that shows your name and the last 4 digits (redact numbers except the last 4 digits)
    - If the receipt does not indicate the last 4 digits of the card, the statement(s) with your name, last 4 digits of the card and charges shown will be required (black-out all irrelevant information). Please note that your name must be indicated on each page of the submitted statement
- **Travel Expense Report**
  - Must be fully completed and submitted with the receipts AND electronically **within 30 days** of the return date.
  - Receipts should be organized in the order of the travel expense report.
  - Receipts should be taped to sheets of paper and numbered in accordance to the report.
- **Meals**
  - Submit all itemized meal receipts (list of items purchased), not to exceed the per diem rate.
  - [Domestic Per Diem Rates](#)
  - [Foreign Per Diem Rates](#)

- Non-reimbursable items for meals receipts:
  - Alcohol
  - Gratuity in excess of 20% (calculated from the subtotal of the receipt)
  - Non-itemized receipts
  - Lunch (11:00 am-4:30pm)
  
- Only the traveler's portion of the meal receipt, when shared, is reimbursable. If the receipt is shared, it should be divided by the number of guests or appropriate amount needs to be included in the travel expense report. Memo is required.
  
- **Transportation**
  - Include original receipt and boarding passes/ticket stubs.
  - Economy class tickets only are allowed for reimbursement. **Acela and any upgrades will be decreased to the going rate of an economy class ticket.**
  
- **Lodging**
  - Submit the original itemized invoice. For shared rooms, a memo of justification will be required or the total will be divided by the number of guests.
  
- **Car travel**
  - **Personal car**
    - Submit the [Statement of Automobile Travel Form](#).
    - Using Google Maps, print the shortest available route in both directions
    - Tolls are reimbursable , when submitted with the appropriate receipt and card statement
    - Gas is included in the mileage rate, therefore it's not reimbursable
  - **Car Rental**
    - Gas is reimbursable
    - Tolls are reimbursable, when submitted with the appropriate receipt and card statement

**The total reimbursement amount will be automatically adjusted for the receipts not in compliance with the above guidelines.**

If you have questions, please contact:

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