



First Thing Needed for Any Employee Traveling?

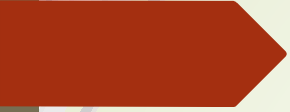
R&A Form

- ! Once a traveler is aware of an upcoming travel event, this form is the first to be completed
- ! Request and Authorization to Travel is necessary before any plans can be finalized and

Where are the Forms?

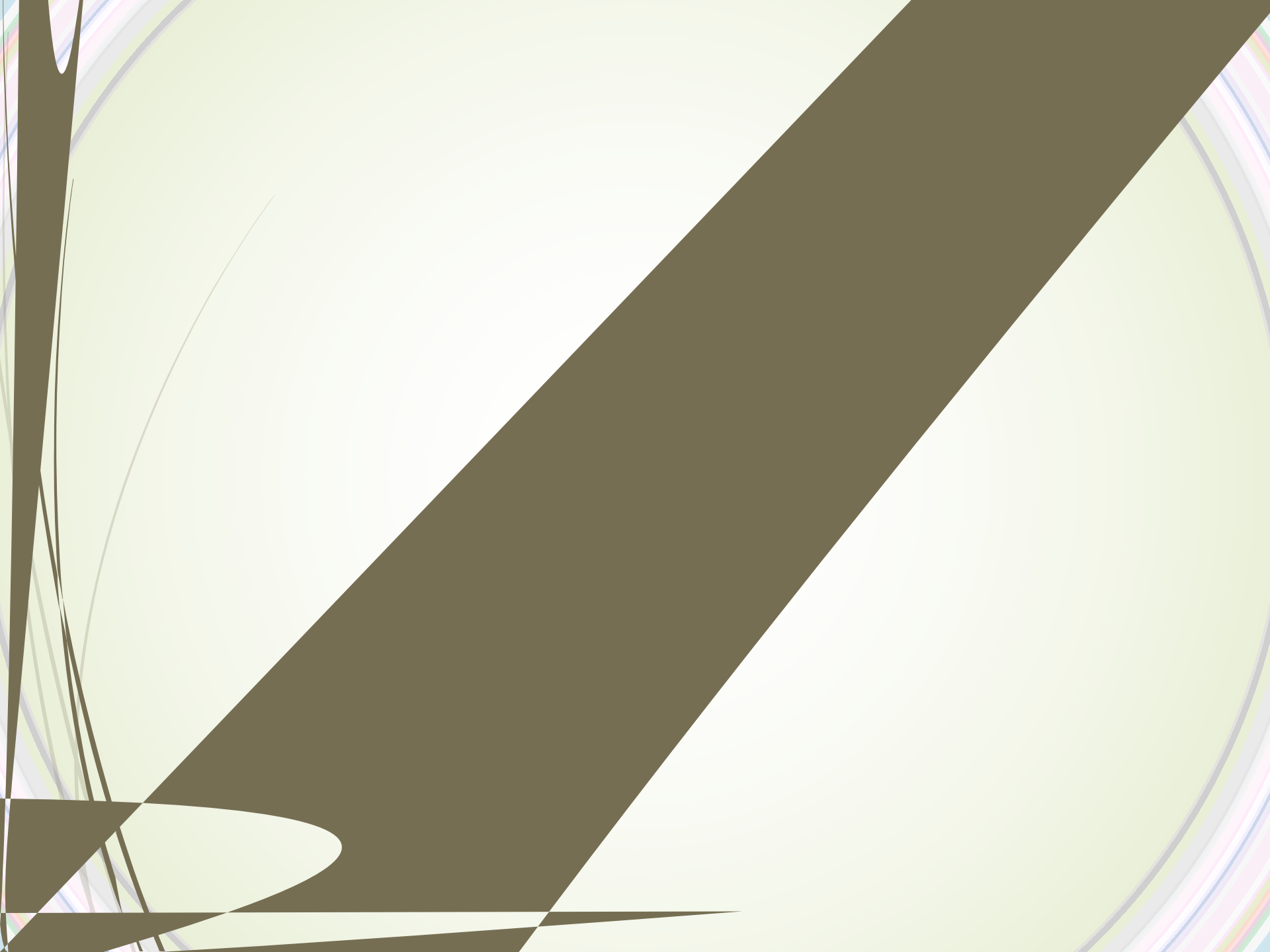
- ! On the Travel website, under Travel Information, Traveler Resources:
<https://www.binghamton.edu/offices/travel/traveling/resources.html>
- ! [New Electronic R & A Form](#)
- ! [Employee State of New York Travel Voucher](#)
- ! When staying at a NYS hotel, we cannot reimburse NYS hotel taxes. Your traveler needs to fill out this form and present it to the hotel at check in: [New York State Department of Taxation and Finance Exemption Certificate For Tax On Occupancy Of Hotel Rooms \(Form ST-129\)](#)
- ! [Interactive New York State Mileage Form](#)
- ! [Non -Employee State of New York Travel Voucher](#)

Per-



Direct Travel and Concur - Airfare Only

- ! Direct Travel is our new Travel management company.
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Airfare Travel for Work Travel + Personal Business Combined

! Traveler must pay for their airfare when combining work and personal travel - cannot get a control number

! When incorporating personal travel with business travel, traveler will need

! First quote for airfare of what NYS wants him/her to do (i.e.: leave on Monday, come back Thursday)

! Second quote including personal travel - what he/she would like to do (i.e.: leave on Monday, come back Sunday)

! If the quote including personal travel is less than NYS work only quote, BU will cover all of the cost but traveler must be reimbursed for the airfare (NYS costs \$500, quote with personal travel is \$450)

! If the quote including personal travel is more than the NYS work only quote, the traveler will be reimbursed for the work quote amount (NYS costs \$500, quote with personal travel costs \$550)


! The traveler will need to pay for the airfare and ask for reimbursement (in)6 (u)-2 b2ra(t)4 (s)9 (a) (f) (c) (N) (S) (c) (o) (n) (s) (i) (n) (B) (U) (k) (a) (t) (t) (5) (7) (4) (8) (a) (2) (o) (f) (e) (2) (3) (2) (1) (e) (1) (6) (7) (6) (4) (0) (4) (7) (1) (3) (1) (5) (5)

Over Per-Diem Lodging Needs Pre-justification

- ! If staying at a hotel that is over the area's lodging per diem, this expense needs to be justified on the R&A form before the trip occurs or traveler will only qualify for the area's lodging per diem.

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Meal Per-Diems

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- ! Hotel lodging slip is needed to claim meal per diem
 - ! 7/7 rule for entire travel event
 - ! Leave at or before 7AM ☺ entitled to breakfast
 - ! Leave after 7AM



Personal Car vs. Rental Car

- ! NYS will only reimburse the most economical mode of any travel, including automobile travel.
- ! The Enterprise / National Calculator or Hertz Current calculator should be used whenever automobile travel is being considered. **Add a day** to the calculation to account



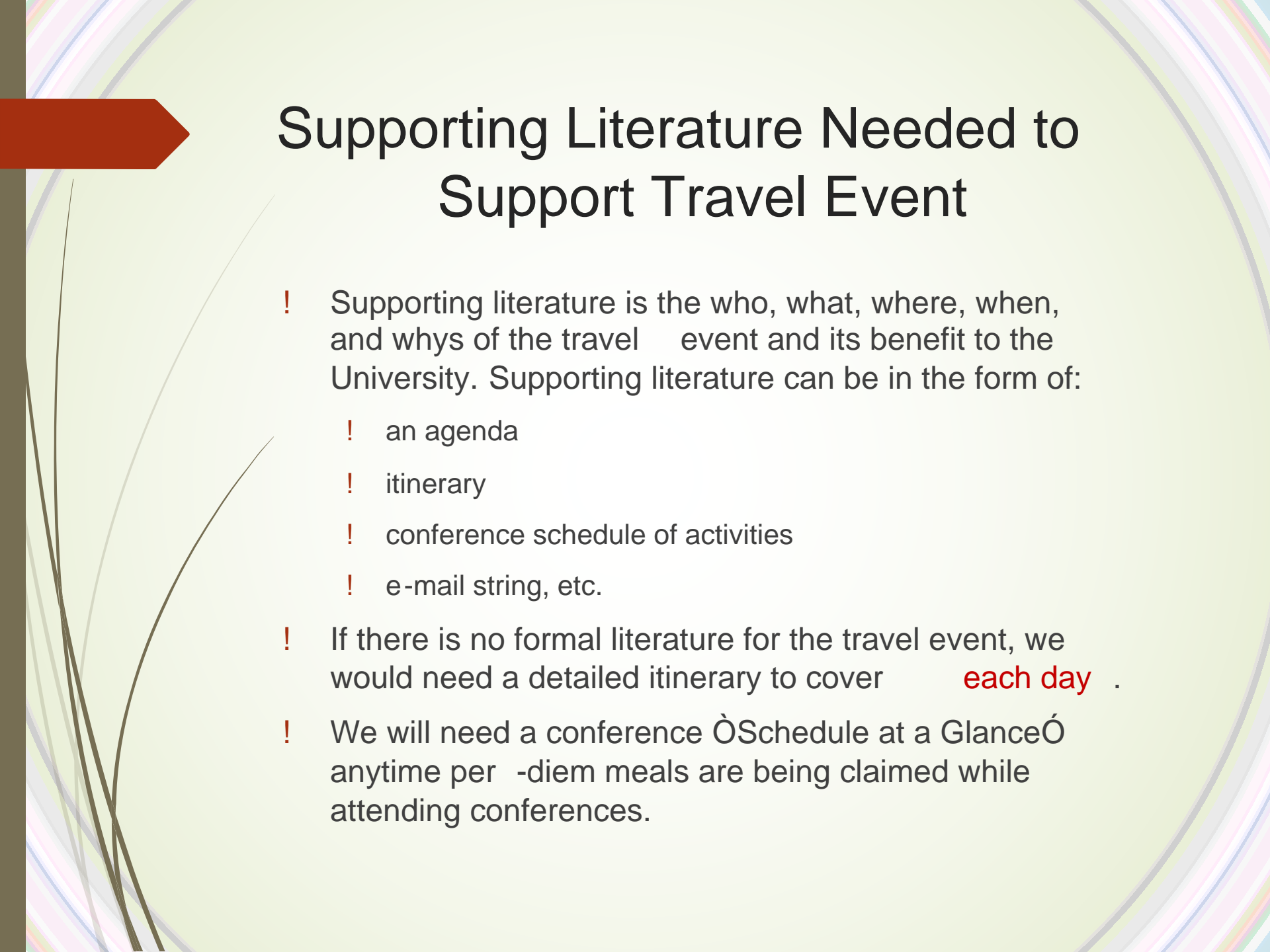
Calculation Example





Expense Reports MUST be Submitted in within 30 days of Trip

- ! Employee Travel Expense reports **must** be submitted to the Business Office with all of the required documentation (payable ready) within 30 calendar days of the end of the travel event.
- !
- !




Supporting Literature Needed to Support Travel Event

- ! Supporting literature is the who, what, where, when, and whys of the travel event and its benefit to the University. Supporting literature can be in the form of:
 - ! an agenda
 - ! itinerary
 - ! conference schedule of activities
 - ! e-mail string, etc.
- ! If there is no formal literature for the travel event, we would need a detailed itinerary to cover **each day** .
- ! We will need a conference "Schedule at a Glance" anytime per diem meals are being claimed while attending conferences.



Save All Original Receipts

- ! Travelers must provide original receipts with expense reports from the travel event to be reimbursed for any expenses coverable per the NYS OSC Travel guidelines and manual.
- ! Without the traveler's original receipts, we cannot reimburse the expenses.
- ! Have your traveler bring a manila envelope to put all their receipts in—Even if they might not be reimbursable!!
- ! These can be sorted out while completing the Travel



What do you Need to Complete the Expense Report?

- ! R&A form - road map for this trip with all of the information you need (who, what, where, when, why and how are you paying for these expenses)
- ! Traveler's N number, department name, home address, departure address, destination address (street, city, state and zip for all)
- ! Supporting literature for the trip
- ! All original receipts for expenses being claimed for





Submitting Expenses that Require Proof of Fiscal Liability



Day Trips



Foreign Travel - Advisory

The image is a screenshot of a university website page. At the top, there is a navigation bar with 'Travel Information' and 'FOREIGN TRAVEL' in large letters. Below the navigation bar, there is a sidebar on the right with links for 'Travel Office', 'Travel Information', and 'Non-Employee Travel'. The main content area has a heading 'Foreign Travel and Restricted Travel Advisory'. Below the heading, there is a paragraph of text and a list of bullet points. The text discusses reimbursement policies for employees traveling outside the continental United States. The list includes items such as seeking reimbursement from the Department of State, breakdown of meal per diems, and following university policy on traveling to countries with travel warnings. Below the list, there is a section titled 'Travel Warning Notice' which mentions the U.S. Department of State's Bureau of Consular Affairs and the Centers for Disease Control and Prevention. The page also includes a footer with contact information and a link to the International Travel Safety Committee.

Home » Foreign Travel

Foreign Travel and Restricted Travel Advisory

Occasionally, employees may have to travel outside the continental United States for the University. When seeking reimbursement, Travelers must:

- Seek reimbursement from the Department of State, Foreign Per Diem Rates. The foreign per diem rates are published monthly. Expenses must be converted to US currency base on the date of travel.
- Breakdown meal per diems, if needed.
- Follow the University's policy on travelling to countries that are in the U.S. Department of State's Bureau of Consular Affairs' travel warnings listed below.

Travel Warning Notice

The U.S. Department of State's Bureau of Consular Affairs and the Centers for Disease Control and Prevention advise that employees and student travelers to a country or a specified area within a country with a Level 3 or Level 4 must receive authorization from the University's International Travel Safety Committee (ITSC) before travel.

For more information, please visit the International Travel Safety Committee page.






Did your Traveler Forget to Claim an Expense?

- ! If so, and it is within the 30 days of the end of the travel, you can submit it
- ! New Travel expense report
 - ! Write "Supplemental" at the top of the form (so we know that we've already processed the majority of this travel)
 - ! Fill out the top of the report the same as the other reports who, what, where, when, why, N number, addresses, etc
 - ! Only put the additional expense on the expense portion of the report and attach the original receipt (and proof of payment, if applicable)
 - ! Put the funding account on the form that matches the R&A
 - !





E-mail Addres.504 0.744 0.756 3



Website, Contact Information and Questions

- ! [https://www.binghamton.edu/business - office/](https://www.binghamton.edu/business_office/)
- ! <http://www.binghamton.edu/travel/news.html>

- ! Travel Office contacts:
 - ! Rose Hassett, 777-4660
rhassett@binghamton.edu
 - ! JoAnne Arsenault, 777- 2037
jarsenau@binghamton.edu
 - ! Christa McEwan, 777 -4453,
cmcewan@binghamton.edu

! Questions?