

What do I need to do to get a travel reimbursement?

IMPORTANT: Getting Started

- Must have a CUNYfirst profile (Security Access Form)
- Must be a New York City Vendor (W-9 Required)
- ****If Address Changes/Updates are made with HR they MUST be submitted to Accounts Payable by submitting a W-9 and a memorandum of changes****
- All forms can be downloaded by visiting <http://www.laguardia.edu/Business/Forms/>

Travel Authorization (Estimated Amounts)

- **It is mandatory to submit a Travel Authorization in CUNYfirst 30 days in advance (Paper Authorizations are no longer accepted)**
- Supporting documents must be attached for Supervisors review and approval
- Travel Authorization must be approved by your Supervisor immediately

Travel Expense (Actual Amounts)

- **Copy travel authorization to the expense report within 5 days of return of the trip**
- Attach legible receipts in CUNYfirst (**Illegible receipts will cause a delay in reimbursement**)
- ***NEW* Expense Location Details** are required Expense Users will **not** be able to submit an Expense Report unless all required fields are completed
- **Use expense types listed on Pg. 2** (If you do not see an expense type listed please feel free to contact Accounts Payable for assistance)
- Approximate time for reimbursement is 30 days from Supervisors approval and submission to Accounts Payable
- Audits are governed by The City of New York Office of The Comptroller, DIRECTIVE #6: TRAVEL, MEALS, LODGING, AND MISCELLANEOUS AGENCY EXPENSES - <https://comptroller.nyc.gov/wp-content/uploads/documents/Directive-6-Travel-Meals-etc..pdf>
- Per Diem Rates can be found by visiting: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- International Per Diem Rates can be found by visiting: https://aoprals.state.gov/web920/per_diem.asp
- **EDIT GRANT** does not reimburse for conference registration fees or membership dues. **Per diems (meals) are reimbursable for conference presenters only**
 - ✓ Reimbursement request can only be for travel in the fiscal period it is awarded
- ****Failure to follow the College guidelines or upload insufficient documentation will cause a delay in reimbursement****

EXPENSE TYPES TO USE AND CHECKLIST

IMPORTANT: Make sure your expense type identifies whether you are classified as **PSC** (Non-Instructional, Faculty and Adjuncts) or **NON PSC** (Classified Titles)

1 Conference Registration Fees

Original Confirmation Paid Receipt

Receipted Lodging (Hotel) – Check out bill with detailed charges required to assure compliance with Federal rate schedules per diem guidelines, Proof of Conference Hotel is also required to receive the 150% of the 'maximum lodging amount' component of the per diem rate allowed for the locality in the Federal rate schedules
(Failure to submit itemized checkout bill may result in non-reimbursement) *

Per Diem Unrcpt Overnt (Meals)

Detailed Events Agenda/Calendar Required to determine eligibility
Conference provided meals are non-reimbursable*

Commercial Air Travel

Original Paid receipt, boarding Pass/email confirmation indicating (name, date(s), time, destination and amount paid)

1 Additional Airline Fee (Baggage fees)

Original Paid Receipt

Train Ticket

Original Paid Receipt

Taxi/Car Service

Original Paid Receipt

Vehicle Rental (Pre-approval is required)

Original Paid Receipt

Mileage-City Auto (Personal Vehicle)

Mileage Form required (see pg. 3 attached) (**fuel is non reimbursable**)

Parking Fees

Original Paid Receipt

Tolls Paid

Original Paid Receipt

