

SNSS TRAVEL PROCEDURES

There are several important forms concerning travel:

College Travel Authorization Estimated Expense Form (commonly called Travel Authorization)

NYS Travel Voucher Form (commonly called Travel Voucher)

Statement of Automobile Travel Form

All of the forms can be found at: <http://www.buffalostate.edu/travel/x7.xml>

BEFORE YOU TRAVEL:

1. You MUST submit a College Travel Authorization Estimated Expense Form well before you travel. This serves three purposes: to notify your chair and dean about upcoming work-related absences, to provide a mechanism by which the funds are encumbered to ensure payment for your travel, and to enable us to budget and plan accordingly. Travel forms and information can be found here:

<http://www.buffalostate.edu/travel/x457.xml>

The web travel links are especially useful for per diem rates for lodging and meals as well as mileage rates for use of personal vehicle.

2. In the travel purpose section on the Travel Authorization Form the employee should provide a brief statement which relates the travel to a college business purpose served by their attendance. Documentation pertaining to the meeting, conference, etc., which will verify the location, dates and duration of the event, registration information showing the cost and what's included in the fee, and hotel rates should be submitted with the travel authorization form prior to the trip. If a travel authorization form is not filled out prior to the trip, the required documents must be attached to the travel voucher. This will help expedite the reimbursement process.
3. The Accounting Office advises that travelers please take caution when planning travel and be aware that business travel must be taken in the most cost efficient and reasonable manner as possible since reimbursement is solely based on such.
4. Within a week of receipt of the Travel Authorization, the dean's office will notify the traveler of the amount allocated from the dean's travel budget, and that amount will be properly encumbered.
5. Should your travel plans be canceled, you must notify the dean's office so we may disencumber the funds set aside for your trip.
6. Warning: If you apply for a travel reimbursement (submit a Travel Voucher) without a prior Travel Authorization, there is no guarantee that funds from the dean's office will be available to reimburse you.
7. For hotel stays in NYS, you must give the hotel a completed a tax exempt form found here: <http://www.osc.state.ny.us/agencies/travel/taxexempt.pdf> You will not be reimbursed for NYS occupancy taxes charged on a NYS hotel bill, so it is in your best interest to have this form with you at the hotel.

UPON YOUR RETURN:

8. As soon as possible upon your return, you MUST complete your NYS travel voucher, with all original receipts and supporting business-purpose documentation. Your reimbursable expenses are summarized on this form and there are sections to record your personal information, your signature, and the

approval signature of your supervisor. If you traveled using your personal vehicle, the Statement of Automobile Travel Form must also be attached.

9. Warning: Travel funds expire with each fiscal year. Delay in submitting a completed travel voucher may result in a loss of funds for reimbursement due to the lapsing fiscal year.
10. When submitting a voucher for foreign travel, please indicate on your receipts what they are. For example, hotel, parking, transportation, meals, etc. Also, be sure to convert the currency to U.S. dollars and attach the currency sheet to verify the date and amount of the transaction. You can use the online [OANDA Currency Converter](#).
11. The travel person in Accounts Payable and Travel Office is Mary Taylor at x 4117

SPECIAL NOTE FROM THE ACCOUNTING OFFICE REGARDING REGISTRATION FEES:

Registration fees for a conference, meeting, etc., should be submitted to the Accounting Office for processing, and no later than three weeks prior to the registration deadline. If there are other travel expenses in addition to the registration fee, send the completed registration form, travel authorization with all approval signatures, account number to be charged, and documentation pertaining to what, if any, meals are included in the registration fee. Be sure to check the registration fee prepayment box on the travel authorization and provide the Federal ID number of the payee.

If the registration is for a one-day and/or local event and there are no other travel expenses involved, then you may submit the completed registration form along with a completed pink requisition and attach the required documentation mentioned above. Be sure to include the Federal ID number of the payee.

If an employee chooses to pay for a registration fee with their personal funds, they may do so, but they will not be reimbursed until after the event takes place. They can submit their reimbursement request on a travel voucher along with the original receipt and required documentation.