

TRAVEL REIMBURSEMENT CHECKLIST

To ensure you are reimbursed for your travel expenses, please follow all of the below tasks. Please take the time to carefully review the checklist to guarantee there isn't any problem receiving reimbursement.

- Consult department head (VP, Dean, Chair, Director, etc...)
- Unit head determines if department has budget for travel
- Travel is approved
- Complete a Request For Travel Authorization Form
 - Estimate expenses (transport, lodging, meals, registration, etc...)
 - Print the event's official notice, program, agenda, email, etc...
 - Obtain unit head signature
 - Make copies for yourself
- Send originals to Accounts Payable Department
- Pay travel expenses
- Keep all original receipts. There will be no reimbursement without a receipt
- Upon return - Complete a State of New York Travel Voucher Form
 - List all actual expenses incurred on trip
 - Attach all original receipts
 - Obtain unit head signature on Travel Voucher Form
 - Make copies for yourself

Send originals to Accounts Payable Department