MEDGAR EVERS COLLEGE
TRAVEL REIMBURSEMENT CHECKLIST

To ensure you are promptly reimbursed for your travel expenses, please follow all of the tasks below. Please take the time to carefully review the checklist to facilitate the reimbursement process.

- ☐ Consult department head to approve travel (VP, Dean, Chair, Director, etc…)
- ☐ Unit head determines if department has funds for travel
- ☐ Travel is approved
    - ☐ Estimate all expenses (transport, lodging, meals, registration, etc.)
    - ☐ Scan the event's official notice, program, agenda, email, etc…
    - ☐ Complete a Travel Authorization in CUNYFirst
      Financial Supply Chain >> Employee Self-Service >> Travel and Expense Center >> Travel Authorization >> Create
    - ☐ Upload the scanned file(s) into the TA as an attachment
    - ☐ Travel Authorization must be approved by all managers, before the travel date

- ☐ Pay travel expenses
- ☐ Keep all original receipts. There will be no reimbursement without a receipt

- ☐ Upon return from travel
    - ☐ Scan official notices, and all original receipts
    - ☐ Enter an Expense Report in CUNYFirst
      Financial Supply Chain >> Employee Self-Service >> Travel and Expense Center >> Expense Report >> Create
    - ☐ Upload scanned file(s) as an attachment to the Expense Report
    - ☐ Expense Report must be approved by all managers
- ☐ Keep all original receipts