

## Memorandum

To: Department Chairs, Directors & Assistants

From: Luz Ramirez  
School of Arts & Sciences

Date: March 14, 2011

Re: **Faculty travel** -- reimbursement guidelines

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Please note:

-- Faculty should not book a combination package which includes airfare and hotel if the package does not itemize the amounts paid for each. We won't be able to reimburse faculty for this unless the receipt shows how much was paid for the airline ticket and hotel individually.

--Please use American carriers for air travel.

--The airfare cannot be purchased as First Class!

--Room service charges are not reimbursed.

--Train tickets should not be purchased as Business Class! Please keep the original boarding receipts for reimbursement

In order to reimburse faculty for expenses related to a conference that they attended, we need:

1. All original receipts. (When submitting airfare receipts, **please submit original boarding passes also**).
2. Receipt for lodging must show "0" balance, if not, please attach proof of payment (the State does not pay for room service).
3. If you need **to book a hotel that goes over the per diem rates** or if the conference organizers recommend a hotel and the rates go over the per diem rates, please send a Memo on your Department letterhead to my attention with a good justification and I will forward it to Mr. John Battaglia, the Director of Accounts Payable, to see if he can approve the higher hotel rate. Please send me the Memo prior to booking the hotel.

**You can obtain the latest *per diem* rates by copying and pasting the link below:**

<http://www.gsa.gov/portal/category/21287>

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4. Meal *per diems* are paid according to the dates of the conference and the number of nights the faculty stays at a hotel. The State does not pay for room service or lunch, only breakfast and dinner. If you stayed with a colleague or friend for the lodging, you can still request a meal and lodging per diem in the amount of \$50 a day. You must write a Memo requesting this per diem and write the dates covered.

5. For registration receipts, also show proof of payment if paid by credit card or check (submit copy of credit card statement or copy of front and back of check).
6. Please attach a copy of the conference brochure and/or agenda showing the name, dates and location of the conference attended.
7. For airfare receipts, also submit boarding passes.
8. If the use of a rental car is absolutely necessary, Accounts Payable needs a Memo justifying why.
9. Forms needed: Travel Voucher For CUNY and State Employee Travel Reimbursement Request form. (You can get these from the FOCIS website).

If you have any questions, please feel free to contact me at Ext. 15521.