

## Memorandum

To: Department Chairs, Directors & Assistants

From: Luz Ramirez  
School of Arts & Sciences

Date: April 20, 2017

Re: Travel reimbursement guidelines for faculty who receive a **Presidential Travel Grant Award**

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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. We process these through the Research Foundation of CUNY and they have restrictions on the use of foreign airlines (See attached flyer for exceptions).**
- The airfare cannot be purchased as First Class. We cannot reimburse for traveler's insurance or extras (e.g.: more leg room). Please submit the airfare receipt, proof of payment and the original boarding passes.
- For hotel receipts, please submit proof of payment. Please note that if you are using the "conference hotel" you must submit proof that it is the conference hotel. Room service charges are not reimbursed.
- Train tickets should not be purchased as Business Class or Acela! Please submit proof of payment and 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 proof of payment and original boarding passes also**).
2. Receipt for the lodging must show "0" balance, and please attach proof of payment (We cannot reimburse room service).

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

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

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3. Meal *per diems* are paid according to the dates of the conference and the number of nights the faculty stays at a hotel. They cannot reimburse you for room service or lunch, only breakfast and dinner..
4. 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).
5. Please attach a copy of the conference brochure and/or agenda showing the name, dates and location of the conference attended.
6. For airfare receipts please submit proof of payment and also submit boarding passes.
7. If the use of a rental car is absolutely necessary, Accounts Payable needs a Memo justifying why.

**Travel form needed:**

1. "Travel Expense Voucher and Request for Payment" form (see attached).

If you have any questions, please feel free to contact me at Ext. 15521 or (212) 772-5521.

# Hunter College Office of Research Administration Information Alert

NOVEMBER 2011  
ALERT # 11

## CHANGES TO FOREIGN TRAVEL

The Research Foundation of CUNY (RF) has recently announced that it will now permit foreign air travel on European Union carriers due to changes to the Open Skies Air Transport Agreement. What this means is that **you can now fly on airlines other than U.S. airlines if travelling to the following European Union countries:**

*Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom*

Also, for travel between the U.S. and Switzerland or the U.S. and Australia, **you may now also travel on Switzerland and Australian airlines.** But, the point of origin must be the U.S. or Switzerland/Australia.

### THE FOLLOWING FOREIGN TRAVEL GUIDELINES STILL APPLY:

- All travel must be via economy class only.
- These changes only apply to the countries specified above. For travel to other foreign countries, if you are using a U.S. airline that has a code sharing arrangement with foreign air carriers, the ticket must be issued with the U.S. air carrier's information and 'Operated' by the foreign air carrier's information.

*For example, American Airlines has a code sharing agreement with Cathay Pacific to Indonesia. If the ticket identifies a flight as AA 6073 Operated by Cathay Pacific, the requirements would be met, even if the flight was a Cathay Pacific airplane.*

- In rare circumstances when you cannot travel by U.S. or European Union carriers, written justification must be provided. Lower cost is not an acceptable justification.
- RF maintains Travel Accidental Death and Dismemberment insurance for RF employees traveling internationally. This is evoked when you complete a Travel Authorization and Request for Advance Form (RF 040).
- Keep in mind that the funding agency may have further restrictions; please check with your RF Project Administrator before you make travel arrangements.

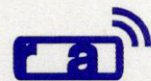
### Remember

A Travel Advance Request Form should be completed before you travel to request advance funds. A Travel Expense Voucher and Request for Payment form should be completed after you travel. Receipts should be attached.

## ALERT

### WHY THIS ALERT?

This publication has been created to serve the purpose of informing researchers of new information, trends and concerns as they occur.





TRAVEL EXPENSE  
VOUCHER AND REQUEST  
FOR PAYMENT

TRAVELER'S  
NAME (print) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BOX MUST BE CHECKED  
US CITIZEN ( ) PERMANENT RESIDENT\* ( )

\*Permanent Resident means the person is a green card holder

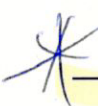
PURPOSE OF TRIP \_\_\_\_\_

ITINERARY

Date							
Departure : City							
Time							
Destination: City							
Time							

EXPENSES

							Total	
Transportation							0.00	
Meals and Lodging							0.00	
Local Travel							0.00	
Auto--No. Miles								
Miles@ 48.5 c/mile	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other:							0.00	
Traveler certifies that this request is accurate and correct and that traveler endeavored to obtain best pricing for transportation and lodging expenses.							Total Expenses	0.00
							Less Advances	
							Net Amount Due	\$0.00

 \_\_\_\_\_  
Signature of Claimant

\_\_\_\_\_ Title

\_\_\_\_\_ Date