

Memorandum

To: Department Chairs & Assistants

From: Luz Ramirez
School of Arts & Sciences

Date: April 1, 2017

Re: REVISED---Travel Reimbursement Guidelines for Invited Speakers

In order to reimburse invited guest speakers for travel expenses, Departments are asked to follow the guidelines described below:

- I. Invited guest speakers normally book their own hotel reservations and make their own travel arrangements. They must follow the New York State allowance *per diems* for lodging according to the dates they travel:

Please note:

1. Speakers **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.
2. Hotel receipt: Please submit proof of payment. Room service charges are not reimbursed.
3. 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.
4. Train tickets **should not** be purchased as Business Class or the Acela train! Please keep the original boarding receipts and receipt showing total amount paid for reimbursement.

Maximum *per diem* rates for lodging in Manhattan hotels:

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

http://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Requested_perdiem&utm_campaign=shortcuts

There is a meal *per diem* rate of \$74.00 per day that covers breakfast and dinner. But if breakfast and dinner are provided by Hunter, then meal *per diem* cannot be used. Lunch expenses are not reimbursed.

II. To pay an honorarium to an invited guest speaker the following forms and materials should be submitted to the Dean's office:

- "Employee Report of Travel Expenses and Claim for Payment" must be **Signed by speaker**
- "Standard Voucher for CUNY" form must be **Signed by speaker**
- "Non-State Employee Travel Reimbursement" form must be signed by the Chair
- We need a copy of the letter or e-mail sent to the speaker inviting him/her for an lecture at Hunter with the amount that you are offering for the honorarium.
- We need a copy of the flyer (or email) for the day that the speaker gave the talk at Hunter College

Submit all **original receipts (no copies, no faxes)** for reimbursement.

1. Transportation Ticket (plane, train or bus) must have amount to be reimbursed on it. If purchasing airfare and hotel stays online, we must have a printed receipt or a confirmation for the transaction.
2. Travel by car requires a "Travel by Automobile Statement" form. If using rental cars, the Department must attach a letter of justification explaining why the rental car was the least expensive form of transportation.
3. Hotel receipts must say "0" balance or attach proof of payments, e.g. credit card statement. See guidelines on per diem allowances for New York City.

If you'd like, please email a copy of this Memo to the speaker before they make travel arrangements.

The travel forms can be obtained from me. If you have any questions, please contact me at (212) 772-5521 or via email: Luz.Ramirez@hunter.cuny.edu

STATE OF NEW YORK

STANDARD VOUCHER FOR CUNY

Voucher No.

1 Originating Agency Hunter College		Orig. Agency Code 70030		Interest Eligible (Y/N)		2 P-Contract	
Payment Date (MM) (DD) (YY)		Check Date (MM) (DD) (YY)		Liability Date (MM) (DD) (YY)			
3 Payee ID (S.S. #)		Additional		Zip Code		Route	
4 Payee Name (Limit to 30 spaces)				1099 Code		Merch/Inv. Rec'd Date (MM/DD/YY)	
Payee Name (Limit to 30 spaces)				Statistic Type		Statistic	
Address (Limit to 30 spaces)				6 Ref/Inv. No. (Limit to 20 spaces)			
Address (Limit to 30 spaces)				Ref/Inv. Date (MM) (DD) (YY)			
City (Limit to 20 spaces)		(Limit to 2 spaces) → State		Zip Code			

7 Purchase Order No. and Date	Description of Material/Service—If items are too numerous to be incorporated into the block below, use form AC 93 and carry total forward	Quantity	Unit	Price	Amount

8 Payee Certification I certify that the above bill is just, true and correct, that no part thereof has been paid except as stated and that the balance is actually due and owing, and that taxes from which the State is exempt are excluded.				Total
Payee's Signature in Ink _____ Title _____				Discount
Date _____ Name and Company _____				%
				Net

FOR AGENCY USE ONLY			STATE COMPTROLLER'S PRE-AUDIT		
Merchandise Received		I certify that this voucher is correct and just, and payment is approved.			Certified For Payment of Net Amount
Date	Authorized Signature				
Page No.	Date	Title			
By	Special Approval (as required)				

Expenditure						Liquidation				
Dept.	Cost Center	Var.	Yr.	Object	Accum.	Amount	Orig. Agency	PO/Contract	Line	F/P
					Dept.					
70							70030			
Liability Date (MM) (DD) (YY)		From (MM) (DD)		Date (DD) (YY)	TR	Subledger	Optional			
Expenditure						Liquidation				
Dept.	Cost Center	Var.	Yr.	Object	Accum.	Amount	Orig. Agency	PO/Contract	Line	F/P
					Dept.					
Liability Date (MM) (DD) (YY)		From (MM) (DD)		Date (DD) (YY)	TR	Subledger	Optional			

NON-STATE EMPLOYEE TRAVEL REIMBURSEMENT REQUEST

To be submitted to the Office of the Division Vice President for written justification for reimbursement of expenses incurred by non-New York State residents who are candidates interviewing for positions at the college.

Date: _____

Candidate: _____

Position: _____


Department: _____

Division: _____

Airline: _____ Fare: _____ *1st Class: ___ Coach: ___

Hotel: _____ **Rate: _____

JUSTIFICATION:

 _____
Department Chairperson

Date

Division Dean

Date

Division Vice President

Date

*First class fare must be approved by the Provost with a justification letter attached.

**New York State Comptroller's Office requires a pre-approval letter from the Divisional Head for conference hotel rates exceeding state allowable reimbursement.