

Reimbursement Guide for Faculty Travel Awards

Planning for Travel

When planning for travel, in the lower 48 states, please use the US General Service Administration per diem rates for lodging and meals & incidentals at [Per Diem Rates | GSA](#). If the destination is Alaska, Hawaii, or a US territory please use the Department of Defense per diem rates at [Per Diem Rate Lookup | Defense Travel Management Office \(dod.mil\)](#).

IMPORTANT NOTE: *Please be aware that Faculty Travel Awards are restricted by the Fly America Act. This means that you should arrange international flights using domestic airlines, even when it is more expensive or less convenient to do so. Travel via foreign airlines cannot be reimbursed unless there is no other travel option. For more information about the Fly America Act please see [Fly America Act | GSA](#).*

Reimbursement Checklist

Faculty Travel Awards are paid for by the Hunter College Research Foundation Fund. To be reimbursed, please provide the following:

Item	✓
RF Travel Expense Voucher and Request for Payment form .	
RF Direct Deposit form .	
<ul style="list-style-type: none"> • For conferences/symposia – A copy of your invitation letter, program, or conference website link showing the name, location and dates of the conference. • For research/scholarship – A memo with a description of the research, location and dates of your research. 	
Your itemized receipts including boarding passes for travel by air or rail. <ul style="list-style-type: none"> • Purchases of alcoholic beverages will not be reimbursed. • Hotel receipts must be the official hotel folio receipt, an email confirmation will not be accepted. 	
A copy of your credit card statements with your name and the date/costs of your relevant purchases (including Uber/taxi service) visible and your other purchases blacked out.	