



Guidelines for Travel Reimbursement

To ensure you are reimbursed for your travel expenses in a timely manner, please submit your reimbursement request within **2 weeks of your return**.

In addition, ensure the following documents are included with your reimbursement paperwork:

- A **completed** Research Foundation Travel Voucher or NYS Travel Voucher. Please contact the Provost's Office if you are unsure which form to use.
- Original Air/Train Boarding Passes and Proof of Purchase
 - *For International Travel, **please be sure to purchase tickets on US-Flag carriers**. The Research Foundation does not reimburse non-US carrier tickets, this **INCLUDES** tickets chosen by a discount purchasing website such as expedia.com. Lower price is not a valid justification for use of non-US airlines.
- An agenda from the event
- Hotel receipt **showing a zero** balance
- Hotel checkout statement
- Air/Train receipts
- Original receipts for meals (if not requesting per diem)
 - Please be sure to deduct all alcoholic purchases, they are **not** reimbursable
 - If you have non-itemized meal receipts, briefly state that no alcohol was purchased
 - If you choose to use the per diem rate, you can check the current rates using the following websites
 - Domestic: <http://www.gsa.gov>
 - International: http://aoprals.state.gov/web920/per_diem.asp
- Original receipts for local transportation
- **All receipts should indicate the method of payment as well as an indication that the purchase was paid in full.**
- *All small pieces of original documentation (such as receipts or ID tags, etc.) should be fixed to blank sheets of paper with staples or tape, using only one side of the page.*

If you have any questions regarding any aspect of your travel, the required documentation, or the guidelines above please contact the Provost's Office (212) 237-8801.