# **[Employee Travel Checklist](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/)**

## [**Travel Authorization Form**](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#authorization-for-travel-and-travel-authorization-form) – To be completed at least 2 weeks *prior* to departure

* 1. [Travel Advances](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#travel-advances)
     1. Allowed for Meals, Lodging, and/or Airfare *(but not less than $75 total)* and must be indicated on Travel Authorization
        1. Meals & Lodging – advance paid 2 weeks before departure
        2. Airfare – advance paid 4 weeks before departure
        3. Advances that **exceed** the actual travel reimbursement **must** be refunded and a check made payable to “SUNY Cortland” within 30 days of return.
  2. Who needs to sign?

Traveler

Traveler’s Supervisor

Dean or VP

If traveling outside of NYS **or** international, Provost will need to sign (for Academic Affairs)

* + - 1. [Foreign Travel](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#foreign-travel)

## [**Conference Registration Fees**](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#conference-registration-fees)

1. If registration fees **can** be prepaid, Dept. AA should prepay this with their p-card.
2. If registration fees **cannot** be prepaid, then traveler will pay when they arrive.

## **Modes of Transportation**

1. [Airline](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#airline-ticket-purchases)
2. Check multiple airlines for times and dates of travel for best price available.
3. Can be included with Travel Advance (up to 4 weeks prior to departure).
4. [Fleet Vehicle](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#use-of-state-vehicles)

[Request a Fleet Vehicle](https://webapp.cortland.edu/Formstack/Services/Forward?form=3742317&viewkey=wogOwkZJ4e) to be completed at least 2 weeks *prior* to departure *(e-form)*

1. If fleet waiver is provided (via email) – it will automatically be sent directly to [travel@cortland.edu](mailto:travel@cortland.edu) for filing.
2. [Car Rental (State Contract)](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#car-rentals)
3. [**Enterprise**](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#enterprise) – contact Travel Administrator at [travel@cortland.edu](mailto:travel@cortland.edu) or x2306 for direct billing account #
4. [**Hertz**](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#hertz) – contact Travel Administrator at [travel@cortland.edu](mailto:travel@cortland.edu) or x2306 to make the reservation for you
5. [Rental FAQs](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#faqs)
6. [Personal Vehicle](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#personal-car-mileage)
7. Does traveler work at the SUNY Cortland Campus?
8. **YES**
   * + - 1. Without fleet waiver, reimbursement will be at current “If government-furnished automobile is available” rate per [GSA](https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement?gsaredirect=mileage&_gl=1%2A1w0mhrw%2A_ga%2AMTU3NjM4NDUwMi4xNjg4NzQxMTM3%2A_ga_HBYXWFP794%2AMTY4ODc0MTEzNi4xLjEuMTY4ODc0MTc2OS4wLjAuMA).
         2. With fleet waiver, must complete an [OGS Trip Calculator](https://cortland.sharepoint.com/:f:/s/purchasingaccountspayable/EpmdYkkmXY1HoJLF7pj_jxoBNN8u2Y3eJdX23ynBPJfdaQ)

Traveler will be reimbursed the lesser of the cost of a rental car or driving their own personal vehicle according to OGS Trip Calculator.

1. **NO**
2. Must complete an [OGS Trip Calculator](https://cortland.sharepoint.com/:f:/s/purchasingaccountspayable/EpmdYkkmXY1HoJLF7pj_jxoBNN8u2Y3eJdX23ynBPJfdaQ)
3. Traveler will be reimbursed the lesser of the cost of a rental car or driving their own personal vehicle according to OGS Trip Calculator.

## [**Per Diem Rates**](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/forms/Per%20Diem%20Calculator.xlsx)

1. Meals

[Day Trip](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#day-trip-meal-reimbursement)

1. Leave at or before 7:00 AM, entitled to breakfast *(see website for current rates)*
2. Return at or after 7:00 PM. entitled to dinner *(see website for current rates)*

[Overnight Trip](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#overnight-travel-reimbursement)

1. **Method I (Un-Receipted Method)** ***(uncommon)***
2. Staying with friends/family
3. See Travel Rates Method 1 table for current rates
4. **Method II (Receipted Method) *(most common)***
5. Use [GSA](https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcontent104877) listed rates based on destination location (City, State or Zip) and then by month of travel.
6. Receipt(s) required for lodging
7. **No** receipt(s) required for meals

Meal per diem is for dinner the 1st night and breakfast the following day (unless leaving **at or before** 7:00 AM on the 1st day or returning **at or after** 7:00 PM on last day)

1. [Lodging](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#hotel-reservations)
2. If hotel of choice is ***over*** the lodging per diem listed, must complete the [Over-the-Max Lodging Request Form](https://na3.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhD5s48Elh8nrGW-m-hgUy6b5uZARbDXdZGcS7FXt2NYKpqpm6I23npUmcWLH8Ap2kQ*) *(e-form)*

Do **NOT** book hotel until OTM is fully signed.

1. [Tax Exempt](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/forms2/Hotel%20Tax%20Exempt%20Form%20(ST-129).pdf) (in-state lodging) – Print and give to traveler to sign and give to hotel at check-in.
2. [Per Diem Calculator](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/forms/Per%20Diem%20Calculator.xlsx)

## [**Travel Voucher**](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/forms/Travel-Voucher-2024-Fillable.pdf) – To be completed within 30 days of returning from trip

1. Areas to complete on Travel Voucher:

### **Top portion – Traveler & Trip Information**

**Do NOT add SSN**

1. Payee Name (first & last)
2. Address (Street, City, State Zip)
3. Destination Address (Street, City, State Zip)
4. Date & Time of Departure (include AM or PM)
5. Date & Time of Return (include AM or PM)
6. [Official Work Station](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#official-station) (if you work at the SUNY Cortland Campus)
7. Yes = “SUNY Cortland”
8. No = “Home”
9. If unsure, contact the Business Office.

### **Section 1 – All Travel Expenses**

1. Lodging
2. Transportation Expense
3. Misc Expenses
4. Parking
5. Tolls – after trip, be sure to print out your E-ZPass statement showing the charges by date or include receipt(s) with voucher
6. Gas – must have receipt
7. Conference Registration
8. Meals – use [Per Diem Calculator](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/forms/Per%20Diem%20Calculator.xlsx) for assistance
9. Mileage
   1. Must include [Statement of Automobile Travel (AC160)](https://www2.cortland.edu/offices/purchasing-office/purchasing-forms.dot#travel)
10. Total up Travel Expenses

### **Section 2 – Summary**

1. A = Total from Section 1
2. B = Subtract any amounts from Section 1 that were paid with a p-card/travel/NET card *(ex. Conference Registration Fees paid by Dept AA)*
3. C = Subtract amount paid with Travel Advance
4. D Specify if any other adjustments were made (i.e. partial payment against another voucher)
5. Total amount to be reimbursed

### **Payee’s Certification**

1. Traveler signs (no e-signature allowed)
2. Enter email
3. Date

### **Supervisor’s Certification**

1. Traveler’s Supervisor signs (no e-signature allowed)
2. Print name & title
3. Date

### **Account #**

1. add account # to charge
2. Receipts & Backup
   1. Scan all receipts & backup and combine into 1 PDF with travel voucher on top.
      1. Meal receipts not needed when using per diem rates.
   2. Email fully signed Travel Voucher & backup to Travel Administrator at [travel@cortland.edu](mailto:travel@cortland.edu).

**Travel Voucher cannot be digitally or e-signed.**

## **Signature Types:**

**NOT Allowed:**

1. Typed e-signature:

A screenshot of a signature

Description automatically generated

1. Digital Signature:

A close up of a logo

Description automatically generated

**ALLOWED:**

1. Original signature scanned

A close-up of a signature

Description automatically generated