# **[Student Travel Checklist](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/%22%20%5Cl%20%22travel-reimbursement-to-non-state-employees-and-students)**

## [ ] [**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. Who needs to sign?

[ ]  Traveler

[ ]  Traveler’s Professor/Chair

[ ]  Dean or VP

[ ]  If traveling outside of NYS or international, Provost will need to sign

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

## [ ]  **Meals**

1. Itemized receipts must be included for meals.
	1. **Meal per diems do NOT apply to students.**
	2. Alcohol will not be reimbursed.

## [ ]  [**Standard Voucher**](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/forms/Standard%20Voucher.pdf)

1. Areas to complete on Standard Voucher:

### **Top portion – Payee Information**

**Do NOT add SSN**

1. Payee Name (first & last)
2. Email Address
3. Address (Street, City, State Zip) *(where the check will be mailed to)*

### **Middle Section – Description of Material/Service**

1. Dates and itemized listing of expenses (i.e. airfare, rental car, mileage, lodging, meals)
	1. **Meal per diems do NOT apply to students.**
	2. Itemized receipts required (without, they will not be reimbursed for that meal)
2. Total Travel Expenses
3. Net = Grand Total to be reimbursed

### **Payee Certification**

1. Student signs (no digital or e-signature allowed)
2. Date

### **Supervisor’s Certification**

1. Dept Chair signs (no digital or e-signature allowed)
2. Title
3. Date

### **Cost Center Unit**

1. Add account # to charge
2. Receipts & Backup
	1. [ ]  Scan all receipts & backup and combine into (1) PDF with Standard Voucher.
		1. [ ]  Email fully signed Standard Voucher and backup to accounts.payable@cortland.edu.

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

**Signature Types:**

**NOT Allowed:**

1. Typed signature:



1. Digital Signature:



**ALLOWED (original signature scanned):**

1. Original, scanned

