

Please Review the Following Travel Reimbursement Tips before Completing the Travel Expense Voucher

Relationship to Project

* The appropriate box must be checked to identify the traveler's relationship to the project they are traveling on. If the *Other* box is checked a definition of who the person is is required (i.e. student)

Airfare

- *US Carriers must be used on all Federal projects in accordance with the Fly America Act.
- *Coach fares only will be reimbursed.
- **Original boarding passes* must be submitted with the travel voucher.
- *When airline tickets are purchased via a CTA or other source, the information must be referenced on the travel voucher.

Mileage

*Mileage reimbursement is based on the current IRS rate. The current rate is available in the RF Travel Handbook at the RF Central Office website (see page 19):
http://www.rfsuny.org/media/RFSUNY/Policies/travel_handbook.pdf#page=21

Car Rental

- *CDW Insurance (Collision Damage Waiver) must be purchased (and will be reimbursed) to ensure proper coverage and liability. No other insurance is required nor will be reimbursed.
- *Rent in the name of The Research Foundation and sign the agreement as agent for The Research Foundation. The Buffalo State Bank of America Travel card includes the cost of CDW, as does the NY State Enterprise agreement.

Meals

*Meal reimbursement depends on the destination. Meal allowance rates are available in the RF Travel Handbook at the RF Central Office website (see page 10):
http://www.rfsuny.org/media/RFSUNY/Policies/travel_handbook.pdf#page=12 .

*If meals are included in a conference or provided, they will not be reimbursed. Reimbursement is not provided for lunch or alcoholic beverages.

Lodging

- *Lodging reimbursement depends on the destination and is based on the current federal per diem rate schedule found at the GSA website here: <http://www.gsa.gov/perdiem>.
- *Requests for lodging reimbursement at a conference hotel in excess of the current federal rate must include a conference brochure documenting the single room rate.

Purpose of Travel

*All travel reimbursements must include documentation pertaining to the purpose of travel. This may be an agenda or conference announcement; or for non-conference travel could be a letter/email of invitation or a brief outline of the purpose of travel.

Receipts/Other

- *Original receipts are required
- *Reimbursement for business related calls is allowed when an itemized explanation is attached.
- *Reimbursement for one personal phone call for a reasonable duration is allowed during a 24-hour period of travel status.
- *Appropriate signatures must be obtained.
- *NYS sales tax is **not** reimbursable. Tax-exempt forms are available on the Sponsored Program Operations website and should be utilized appropriately.

Travel Links

*Foreign Currency Conversions: www.oanda.com/convert/classic

Documentation Checklist

- Document supporting other funding source claim
- Original airline boarding passes attached
- Conference brochure attached
- Business calls documented
- Original lodging receipts attached
- Conference agenda and/or program attached
- Appropriate signatures obtained