

Binghamton University
Philosophy Department
Travel Checklist

Before Travel:

1. **Review Traveler Responsibilities:** <https://www.binghamton.edu/offices/travel/traveling/>
2. **Initiate Approval:** Send the Chair an email requesting approval that includes the purpose, date(s), place, and amount of funding needed. Forward Chair's approval to Melissa at msumpter@binghamton.edu.
3. **Complete Philosophy R&A form and return to Melissa at least one month prior to departure** (reach out if any questions) <https://www.binghamton.edu/philosophy/documents/phil-ra-travel.pdf>
 - "Destination Address" is the conference/meeting site.
 - "Authorization Number" is only needed if the University will pay airfare directly.
 - Send a conference program/agenda (or link to it) along with the R&A.
 - If using **personal time**, provide airfare/hotel quotes with and without personal time before purchase. **No quotes, no reimbursement.**
 - If the hotel is over the per diem rate, provide (3) hotel quotes. NYS will reimburse the cheapest.
 - NYS only reimburses the lowest cost of any travel.
4. **Sign University Electronic R&A Form:** You will receive notification via email. The R&A **must be fully approved prior to travel** and before any travel purchases are made. Otherwise you will **not** be reimbursed.

During Travel: Save all original receipts for reimbursement. **No receipt, no reimbursement.** Credit card statements alone are not sufficient.

After Travel: Meet with Melissa as soon as possible after your return to complete the Travel Expense Report. The report needs to be submitted within 30 calendar days, starting on the day of return.

1. You will need to provide:
 - Departure and arrival time back home
 - Program/agenda/literature provided at conference that shows dates and times
 - o Detailed itinerary if not available for each day
 - Original itemized hotel/lodging receipt showing fees and payment in full
 - Detailed airfare itinerary showing all fees. Travel insurance is not reimbursable.
 - Other itemized original receipts. NYS allows a maximum of 20% gratuity of the **subtotal**. **Tax is not reimbursable.**
 - "Statement of Automobile Travel" form if applicable
 - Credit card used along with account printout showing purchases made. Only the last four numbers and the name of the cardholder need to be visible.
2. Sign Travel Expense Report
3. Your reimbursement will be Direct Deposited into the same account set up for your paychecks (if applicable), or you will receive a paper check from NYS, up to the maximum amount approved for travel expenses.

***REMINDER:** The Office of the State Comptroller sets rules and regulations for reimbursement of expenses incurred while traveling on official State business. See: <https://www.osc.ny.gov/files/state-agencies/travel/pdf/agencies-travel-manual-attachment.pdf>