

Form is to be used by New York State employees only. If you are not a NYS employee and you are Brooklyn College employee please use Non PO Voucher Form. The purpose of this form is to request reimbursement for actual long distance travel related expenses. Please keep in mind that you are in travel status only if you are more than 35 miles from both your official station (Brooklyn College) and your home. Please use GoogleMaps, YahooMaps, or MapQuest to compare such mileage distances. Budget allocated for a trip from one Fiscal Year will not be carried forward to next Fiscal Year. Please submit typed forms with signatures in ink and forward properly executed form to the Office of Accounts Payable.

1. Enter payee's New York State Employee ID (NYS EMPLID). The number can be found on the State's pay check stub i.e. N12345678 (State employees only).

2. Enter payee's eight-digit CUNYfirst Employee ID.

3. Enter payee's nine-digit Social Security Number. You must enter your full SSN for the first time reimbursement via CUNYfirst. If you submitted paperwork for reimbursement since July 1st, 2013, you may enter the last 4 digits of your SSN.

4-12. Please enter payee's first, last name, mailing address, mobile number, work number and email address. Please note the mailing address must be the same address as provided to Payroll Office. If you would like to have a different mailing address you will need to change the address with Payroll first and then complete this form. For employees payroll checks set up for direct deposit, the reimbursement will be deposited as a separate transaction into the same bank account(s) provided to Payroll.

13-14. Enter Departure date and time from your official station and Return date and time to your official station. Your official station could be either your home or Brooklyn College.

15. Enter the name or title of your conference/meeting/research.

16. Enter the location of your conference/meeting/research.

17. Enter the number of nights you stayed at the hotel. Enter the room rate per night and total tax paid. Please visit this website to check the rates: <http://www.gsa.gov/portal/content/104877>

If you stayed with a relative or a friend you can still be reimbursed \$50 flat rate fee per day for lodging and meals.

18a. If you traveled by airplane or train, please check the box. Enter what type of transportation was used. Enter the fare amount and enter baggage and taxes fees (if any).

18b. If you rented a car and you got prior approval by your supervisor, please enter an actual rental fee amount.

18c. If you used a personal vehicle, please enter total miles traveled. You can obtain the total miles by using GoogleMaps, YahooMaps, or MapQuest. Enter mileage rate. Please visit the following website to check current mileage rates: <http://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XIII/4/C.htm>

19a. If you are using an un-receipted method, which means you stayed at the hotel and you have a lodging receipt, you can choose to use per diem for meals. Please visit this website to check the rates: <http://www.gsa.gov/portal/content/104877>

19b. If you are using receipted method, please specify number of breakfasts and/or dinners and put in the total amount.

20. Enter any other miscellaneous expenses. Describe the type i.e. conference registration fee, tolls, taxi, subway, or parking and enter the total amount.

21. Enter department number, program, fund, operating unit, special initiative, fund source, and MP. Please use CUNYfirst chart field crosswalk: <http://www.brooklyn.cuny.edu/bc/offices/avpbandp/finance/cunyfirst/crosswalk.htm>

22. Payee's signature, title and today's date are required.

23. Supervisor's/chairperson's signature, title and today's date are required.