Introduction to Travel and Expense

Deadlines

Tuesday, June 11, 2019: Reimbursable travel or office-related expenses occurring before May 31 must be entered and approved in CUNYfirst, and all related paperwork must be sent to the Office of Accounts Payable.

Tuesday, July 9, 2019: Reimbursable travel or office-related expenses occurring between May 31 and June 30 must be entered and approved in CUNYfirst, and all related paperwork must be sent to the Office of Accounts Payable.

Useful Resources

- Per Diem rates:
  https://www.gsa.gov/travel/plan-book/per-diem-rates
- Mileage rates:
  https://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XIII/4/C.htm
- New York State Travel Manual:
  https://www.osc.state.ny.us/agencies/travel/manual.pdf
- Foreign Per Diem Rates:
  https://aoprals.state.gov/web920/per_diem.asp
- Currency Converter:
  https://www.oanda.com/currency/converter/

Travel and Reimbursement Checklist

Prior to Traveling:

☐ Speak with your Supervisor about your travel plans

☐ Complete the Brooklyn College Authorization to Travel Form

☐ Create and Submit CUNYfirst Travel Authorization

☐ Approvals

Upon Return (and for Non-Travel reimbursements):

☐ Create and Submit CUNYfirst Expense Report

☐ Submit all original paperwork to the Office of Accounts Payable

CUNY Concur

- If using a Travel Card use **CONCUR,** the online travel reservation system that ensures an easy booking process for all New York State travelers, and includes government rates, when available, for flights, hotels, Amtrak tickets and car rentals, and agent-assisted reservations.
- **CONCUR** mirrors other common online reservation websites such as Expedia, Orbitz etc.
- Using **CONCUR** will significantly reduce agent fees.

Profile setup is very easy and will need to be completed by each cardholder. Initial profile setup will include:

- First and Last Legal Names
- Business Email Address
- Business Phone Number
- CONCUR will take about 5 business days to complete profile setup.
- To set up your account visit:
  https://www.concursolutions.com/registration/register_form.asp?regcode=CUNY218147

For assistance with **CONCUR** profile please email: CUNY-CONCUR@cuny.edu

Travel Card Inclusion List

Transportation:

- Airfare (economy only) *please keep and submit an e-ticket confirmation email and boarding passes*
- Amtrak (coach only) *please keep and submit an e-ticket and boarding passes*
- Car Rentals (must be pre-approved by Accounts Payable) **Optional Services are NOT reimbursable** *(e.g. pre-paid fuel option)*
- Baggage fees *(only one bag allowed)*
- Taxi *(receipts must show date, pick up and drop off addresses, and amount paid)*
- Public Mass Transit
- Tolls
- Parking

Lodging:

- Conference registration fee
- Training/workshop fee
- Membership fee
- **Reminder:** *an original itemized receipt must be obtained and submitted for credit card reconciliation or reimbursement purposes*
- Hotel rooms exceeding GSA rates must be pre-approved. Prior to submitting a travel authorization in CUNYfirst, a letter of justification must be submitted to the Office of Accounts Payable prior to booking. *A sample letter can be found on our website.*

Prohibited Uses of Travel Card

- Food or beverages. *Meals are to be included on expense reports as employee paid expenses and will be reimbursed to an employee based on GSA rates.*
- Gas for a personal vehicle
- Food expenses
- Alcoholic beverages
- Personal use of any kind
- Hotel Incidentals (*e.g., movies, gym/spa charges, massages*)
- Cash Advances
- Non-travel related expenses

Any non-allowable charges must be reimbursed to the State via a personal check payable to NYS Commissioner of Taxation and Finance. Repeated violations will lead to suspension of privileges.

Glossary

Expense Report: Expense Reports are formal requests for reimbursement of expenses (travel or non-travel related).

Per Diem: *Latin for "per day" or " for each day".* Daily allowance allotted by an organization to cover employee living expenses when traveling for work, such as meals and lodging.

Travel Authorization: Travel Authorizations are formal requests for travel permission and the encumbrance of funds.

Travel Status: Employees are in travel status only if they are more than 75 miles from both their official station (Brooklyn College) and their home. Travel between an employee's home and official work station (e.g., Brooklyn College) is considered commuting and is not reimbursable.

Contacts

Training (EXT 1550/5102)
Patrick O'Connor: patricko@brooklyn.cuny.edu

Access/Permissions (EXT 5009)
Lisa Destefano: lisad@brooklyn.cuny.edu

Budget (EXT 5220)
Michael Lanza: mlanza@brooklyn.cuny.edu
Shuk Tsoi: sptsoi@brooklyn.cuny.edu
Tax Levy Budget Reports: tlbr@brooklyn.cuny.edu

Accounts Payable (EXT 5421)
Gulnoza Shakirova: gshakirova@brooklyn.cuny.edu
Niky Wu: Niky.Wu@brooklyn.cuny.edu

CUNYfirst Receipts (EXT 5116)
David Gretah: dgretah@brooklyn.cuny.edu

Register for our other classes!

Brooklyn College Knowledge

Budget Basics

Introduction to Purchasing

eProcurement Workshop 1: How to Buy (Requisitions)

eProcurement Workshop 2: How to Pay (Receipts)

Travel & Expense Workshop

SPRING 2019