

TRAVEL CHECKLIST

Please submit the following information/documentation to Maryanne in the Director's Office for prompt handling of your travel reimbursements:

- Registration form** for conference and one of the following: cancelled check, copy of charge statement or confirmation from the conference event indicating the amount paid.
- A program, brochure, or conference literature indicating dates, location, and daily schedule or agenda.
- Passenger receipt and print out from Euro Lloyd Travel that shows airfare or Amtrak arrival/departure information. Explanation if change fee for airline ticket - early departure, seating change.
You must charge airfare and Amtrak through Euro Lloyd Travel for no out-of-pocket expense! This is CTA (Citi Travel Account) arrangement. Check with Germaine Hoynos or Maryanne for the account #. Euro Lloyd Phone: 2-7799
- Receipts for other transportation expenses including tolls, taxis, limos, ferries, shuttles, trains, and parking.
- Car rental receipt and justification needed only if lodging is at conference location.
- Original hotel bill with itemized breakdown of charges. Indicate single rate when lodging is shared. There are guidelines for per diem rates; lodging rates may be exceeded when staying at a conference location.
- Receipts for meals are not necessary, but remember that breakfast and dinner only are reimbursed according to the per diem federal allowances. If submitting receipts make sure they are original, itemized receipts. The receipt should include all food and beverage charges as well as tips and sales tax. **There is no reimbursement for tax on meals and lodging in NYS so be sure to take along a tax exempt form available in Director's Office.** Also, there is no reimbursement for alcoholic beverages on meal receipts.
IT IS MUCH EASIER TO TAKE THE PER DIEM ALLOWANCE!
- Mileage print-out from mapquest.com when you wish to receive reimbursement for driving. The current rate is 55¢ per mile. (May change each year.)

Your voucher will reflect the allowed amount on the Individual Staff Travel Request form signed by the Director prior to your planned trip! These forms are in the Director's Office.

After Maryanne types your Voucher/Statement of Auto Travel it is necessary for you to sign the form(s) before they are sent to Accounts Payable.