

IMPORTANT INFORMATION REGARDING TRAVEL REIMBURSEMENT FOR GRADUATE STUDENTS

1) Graduate students are only reimbursed for travel:

- If the student is making a presentation at a meeting or conference where s/he is planning to travel.
- once in a calendar year (Jan thru Dec)
- a total of max. \$500.

2) Please be advised that you must keep all original tickets and/or receipts for all travel via air or train.

3) Please use the IDC # 1108957-1- 63845. This is an RF account used for processing travel reimbursements (located at the bottom of the page)

Note: Your total reimbursement from the department is only \$500.

CHECKLIST FOR TRAVEL REIMBURSEMENT:

PRE-APPROVAL FOR TRAVEL

1) Pre-Approval Form

This form must be submitted to me for the approval process before the travel. All forms must come to Shauntae Smith before you travel.

DOCUMENTS TO SUBMIT AFTER TRAVEL:

2) Travel Voucher

Please fill out the travel voucher form online and then print to receive a unique voucher/TVL# that identifies your reimbursement. Please check "STATE" or "RESEARCH" and the account number. Please contact Shauntae Smith if you are not aware of the state account number –

[http://naples.cc.sunysb.edu/Admin/HRSForms.nsf/7ee3154931e3ee74852573de00770d9e/68992708ab8527bb852577d6004f2052/\\$FILE/PROC0066.pdf](http://naples.cc.sunysb.edu/Admin/HRSForms.nsf/7ee3154931e3ee74852573de00770d9e/68992708ab8527bb852577d6004f2052/$FILE/PROC0066.pdf)

3) Conference or Meeting Flyer

Please include a flyer with the dates, your name displayed and venue of the meeting on it from the conference webpage.

4) Presenter Information

Please include your presentation schedule or the program with your name on it.

5) All original receipts.

6) Proof of payment

If you have used your credit card to make the payments, you must provide a copy of your credit card statement as proof of payment. You may hide your personal information on the statement except the last 4 digits of the account number, your name and address on the statement and highlight all the charges that you are claiming reimbursement for.

7) Justification

You must write a detailed justification for all your travel expenses. (If you are charging the hotel, and if the rates are over the allowed per diem rate, you must provide a justification why you needed to be in that hotel).

(If you are charging just the airfare on the department account and lodging and food in some other account - only indicate A/C info and amount and items you have charged for the other account in your justification, NO NEED TO PROVIDE COPIES OF THE EXPENSES FOR THAT)

8) Food

Please refer to the link for per diem rates for breakfast and dinner.

http://www.stonybrook.edu/procurement/employees/travel/per_diem.shtml.

You are not reimbursed for lunch.

Important: Submission of Documents

Do not staple the receipts or paper clip them. It is best to scotch tape the receipts on blank copy paper based on their categories and attach that to the travel form. Retrieve copies for your records.

Here are the links to all information and forms you need for travel reimbursement:

1) TRAVEL VOUCHER:

[http://naples.cc.sunysb.edu/Admin/HRSForms.nsf/7ee3154931e3ee74852573de00770d9e/68992708ab8527bb852577d6004f2052/\\$FILE/PROC0066.pdf](http://naples.cc.sunysb.edu/Admin/HRSForms.nsf/7ee3154931e3ee74852573de00770d9e/68992708ab8527bb852577d6004f2052/$FILE/PROC0066.pdf)

2) MEALS & INCIDENTALS: For meals and incidentals, please refer to the per diem rate attached in the link here

http://www.stonybrook.edu/procurement/employees/travel/per_diem.shtml

If the amounts are more than the allowed per-diem rate, you must write a justification why?

3) CAR RENTAL & TRAVEL: If you had to rent a car for your travel, then please refer to the attached link for the rent a car & mileage info

<http://www.stonybrook.edu/procurement/employees/travel/checklist.shtml>

In order to have the accurate mileage, you must get directions from either Google and/or Mapquest sites which also provides the total miles. Print the page and attach that.