



# **New Travel Enhancements**

**Effective August 19, 2019**

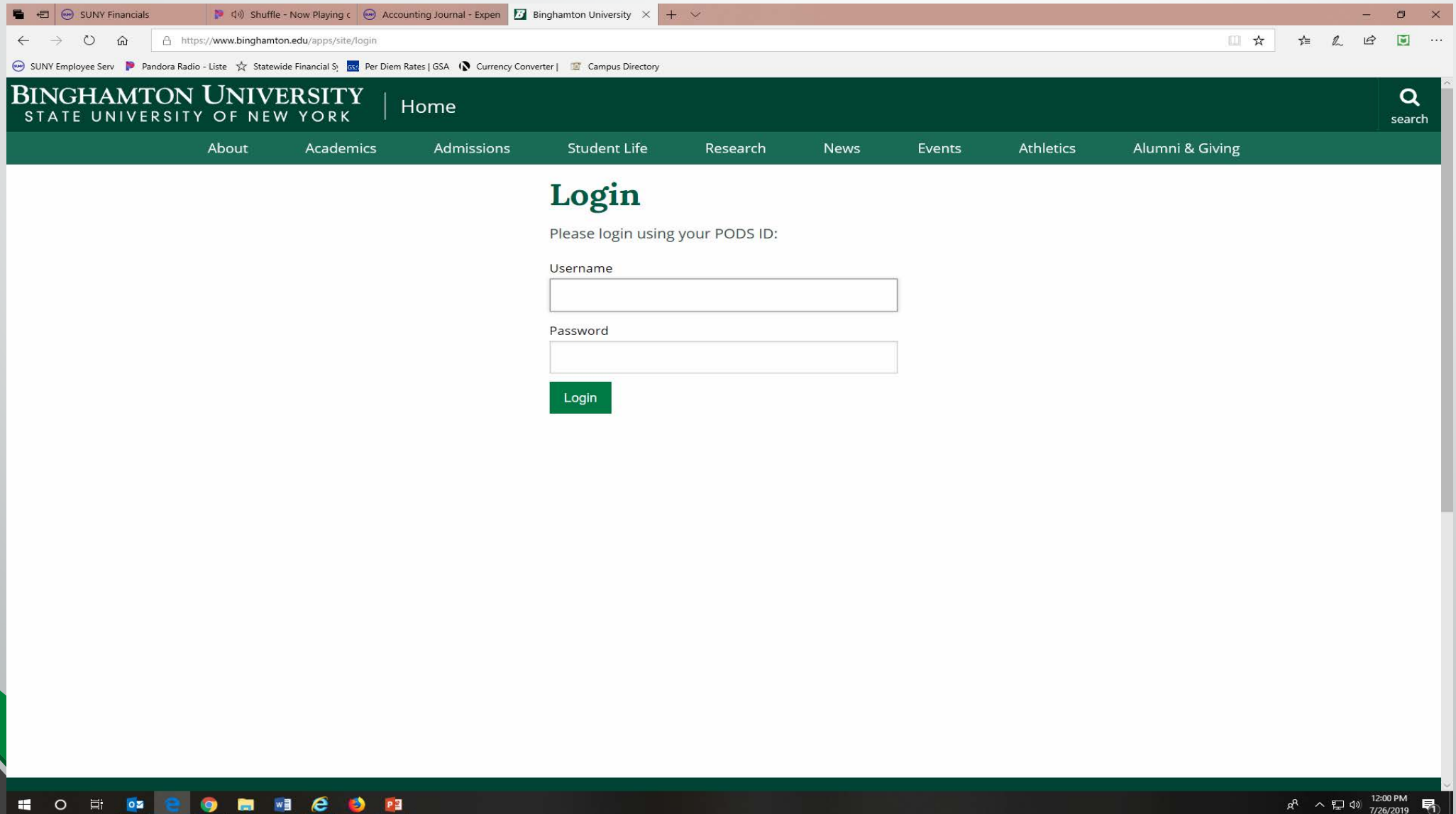
# New Electronic R&A for Employees!

- <https://www.binghamton.edu/apps/travel/request/>
- Only works for Employee Travel
- Traveler must be a BU Employee and have a valid PODS login and sign-on
- No more paper...all on-line. Gone are the days of wondering where your R&A is!
- Go live is August 19, 2019 and the new link to the electronic R&A will be on the Travel website under Travel Information, Traveler Resources. It will be under the Travel Forms with the label "New Electronic R&A form"
- There will be a transition period that lasts until December 31, 2019
- **No more paper R&As as of 1/1/2020**
- No backdating R&As...the R&A **must** be completed prior to the travel event...no exceptions!
- When is an R&A for an employee necessary? Any ideas?

# How does the Electronic R&A work?

- Emails come from [travel@binghamton.edu](mailto:travel@binghamton.edu) and might hit your spam the first time you get one, so check your spam folder, click on the e-mail and click not spam
- All approvals are done via the e-mail login link at the bottom of the e-mail that is generated from [travel@binghamton.edu](mailto:travel@binghamton.edu)
- The Traveler is the first approver and needs to approve the R&A so it flows to the second approver
- Need a minimum of one additional approver (traveler's supervisor)
- Throughout the process, the traveler and the person who submits the R&A are notified when any of the approvers (or the Travel Office) have approved the R&A
- Control numbers, if needed, will be in the approval e-mail from the Travel Office
- If you want a paper copy, print the last e-mail that has all of the approvers' approval information at the bottom

# Using the link, sign in with your PODS ID and Password



The screenshot shows a web browser window with the Binghamton University login page. The browser's address bar shows the URL <https://www.binghamton.edu/apps/site/login>. The page header includes the Binghamton University logo and a navigation menu with links to About, Academics, Admissions, Student Life, Research, News, Events, Athletics, and Alumni & Giving. The main content area is titled "Login" and contains a form for signing in with a PODS ID and password. The form includes a "Username" field, a "Password" field, and a "Login" button. The browser's taskbar at the bottom shows various application icons and the system clock indicating 12:00 PM on 7/26/2019.

**BINGHAMTON UNIVERSITY**  
STATE UNIVERSITY OF NEW YORK

Home

About Academics Admissions Student Life Research News Events Athletics Alumni & Giving

## Login

Please login using your PODS ID:

Username

Password

Login

The R&A knows who's creating it and when you enter the traveler's e-mail address, it identifies your traveler and the traveler's department.

The screenshot shows a web browser window with the Binghamton University website. The URL is <https://www.binghamton.edu/apps/travel/request/>. The page has a green header with the university logo and navigation links. Below the header, there is a section for requesting travel. The form is divided into two main sections: "Traveler Info" and "Trip Info".

**Traveler Info**

**Traveler Email \***  
rhassett@binghamton.edu

**Traveler First Name \***  
Rose

**Traveler Last Name \***  
Hassett

**Traveler Department \***  
Business Affairs

**Traveler Employer \***  
☒ NY State \* ☐ Research Foundation \* ☐ Binghamton Foundation \*

This form is being submitted by:  
Rosellen T Hassett (rhassett@binghamton.edu)

**Trip Info**

**Purpose \***  
☒ Meeting / Conference \* ☐ Recruiting \* ☐ Field Trip \* ☐ Research \* ☐ Other \*

**Purpose Details \***

**Departure Date \***  
10/01/2019

**Return Date \***  
10/10/2019

Note any personal vacation time being used during trip  
**Personal Vacation Dates**

Value the items below. If there is an asterisk, that field must be valued. There are drop downs to assist you.

The screenshot shows a web browser window with the Binghamton University website. The browser's address bar shows the URL <https://www.binghamton.edu/apps/travel/request/>. The website's header includes the Binghamton University logo and a navigation menu with links: Home, About, Academics, Admissions, Student Life, Research, News, Events, Athletics, and Alumni & Giving. A search bar is located in the top right corner. Below the navigation menu, there is a section for "Business Affairs". The main content area is titled "Trip Info" and contains a form for requesting travel. The form is divided into two columns. The left column contains the "Purpose \*" section with radio buttons for "Meeting / Conference \*" (checked), "Recruiting \*", "Field Trip \*", "Research \*", and "Other \*". Below this is the "Purpose Details \*" section with a text box containing "US Conference on Extraordinary People-I was selected". The right column contains the "Departure Date \*" section with a date field set to "10/01/2019", the "Return Date \*" section with a date field set to "10/10/2019", and a note "Note any personal vacation time being used during trip" followed by the "Personal Vacation Dates" section with a date range field set to "10/1/19-10/3/19". Below these are the "Departure City \*" and "Destination City \*" sections, both with text fields set to "Binghamton" and "Honolulu" respectively. The "Departure Country \*" and "Destination Country \*" sections are dropdown menus both set to "United States". The "Departure State/Region \*" and "Destination State/Region \*" sections are dropdown menus both set to "New York" and "Hawaii" respectively. At the bottom of the form, there is a "Travel Info" section. The Windows taskbar is visible at the bottom of the screen, showing the time as 12:08 PM on 7/26/2019.

**Business Affairs**

**Trip Info**

**Purpose \***

☒ Meeting / Conference \* ☐ Recruiting \* ☐ Field Trip \* ☐ Research \* ☐ Other \*

**Purpose Details \***

US Conference on Extraordinary People-I was selected

**Departure Date \***

10/01/2019

**Return Date \***

10/10/2019

Note any personal vacation time being used during trip

**Personal Vacation Dates**

10/1/19-10/3/19

**Departure City \***

Binghamton

**Destination City \***

Honolulu

**Departure Country \***

United States

**Destination Country \***

United States

**Departure State/Region \***

New York

**Destination State/Region \***

Hawaii

**Travel Info**



Again, more fields to value. Make sure to add your funding account and justifications, if applicable.

The screenshot shows a web browser window with the Binghamton University website. The URL is <https://www.binghamton.edu/apps/travel/request/>. The page has a green header with the university logo and navigation links: Home, About, Academics, Admissions, Student Life, Research, News, Events, Athletics, and Alumni & Giving. Below the header, there are two main sections: "Travel Info" and "Financial Info".

**Travel Info**

**Travel Method(s) \***

☒ plane \* ☐ train \* ☐ bus \* ☐ personal car \* ☐ rental car \*

**Air/train authorization number needed? \***

☐ no \* ☒ yes \*

**Lodging authorization number needed? \***

☐ no \* ☒ yes \*

Contact person (other than the traveler) if additional information should be needed:

**Contact Name**

Sue Mauro Prokop

**Contact Telephone**

(607)777-6100

**Financial Info**

**Terms of Reimbursement \***

☒ transportation \* ☒ lodging \* ☒ meals \* ☒ miscellaneous \*

**Support Recommended \***

full ☒ full ☐ limited

**Justification for hotel expense over per diem (if applicable)**

Need to be able to see the surf from my balcony

**Funding Sources**

Source	Account #
NYS (fund source only)	12345678
Research Foundation	RF123456
Binghamton Foundation	F1234

The first approver will always be the traveler. There needs to be a minimum of two approvers for each R&A (and they can't all be the traveler). Review the form and click submit to send it on its way!

The screenshot shows a web browser window with the Binghamton University website. The page is titled "Travel Request" and contains a form for submitting a travel request. The form includes sections for "Support Recommended", "Justification for hotel expense over per diem", "Approval Info", and a "Submit Travel Request" button. The "Approval Info" section requires listing the names and emails of at least two approvers. The form is currently filled out with sample data.

**Support Recommended \***

full ☒ full ☐ limited

**Justification for hotel expense over per diem (if applicable)**

Need to be able to see the surf from my balcony

**Source** NYS (fund source only) **Account #** 12345678

**Source** Research Foundation **Account #** RF123456

**Source** Binghamton Foundation **Account #** F1234

**Approval Info**

Please list the names and emails of the people other than the traveler needed to approve this request (in order of approval). **At least 2 approvers must be listed.**

Approver #1 Email	Approver #2 Email	Approver #3 Email
rhassett@binghamton.edu	rhassett@binghamton.edu	rhassett@binghamton.edu
Rose Hassett	Rose Hassett	Rose Hassett

**Submit Travel Request**

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Accessibility Emergencies Privacy

contact visit share

12:10 PM 7/26/2019



This edit is here to remind you that once you submit the R&A, **no one** can change it, so be 100% sure before you click OK!

The screenshot shows a web browser window with the Binghamton University website. The URL is <https://www.binghamton.edu/apps/travel/request/>. The page has a green header with the university logo and navigation links. Below the header, there are checkboxes for "transportation \*", "lodging \*", "meals \*", and "miscellaneous \*". The "Support Recommended \*" section has a dropdown menu set to "full" and radio buttons for "full" (selected) and "limited". The "Justification for hotel expense over per diem (if applicable)" text area contains the text "Need to be able to see the surf from my balcony". There are three "Source" dropdown menus with values "NYS (fund source only)", "Research Foundation", and "Binghamton Foundation", each paired with an "Account #" text field containing "12345678", "RF123456", and "F1234" respectively. A modal dialog box titled "This site says..." is centered on the screen, containing the text "Please confirm that all information is accurate. Once this request is submitted, no further changes can be made." and "OK" and "Cancel" buttons. Below the dialog, the "Approval Info" section is visible, with a prompt "Please list the names and emails of the people other must be listed." and three columns for approver information. The first column has "rhassett@binghamton.edu" and "Rose Hassett". The second column has "rhassett@binghamton.edu" and "Rose Hassett". The third column has "rhassett@binghamton.edu" and "Rose Hassett". A green "Submit Travel Request" button is at the bottom left. The footer contains copyright information and links for Accessibility, Emergencies, and Privacy. The Windows taskbar is visible at the bottom with the date 7/26/2019 and time 12:10 PM.

SUNY Financials | Shuffle - Now Playing c | Accounting Journal - Expen | Binghamton University

<https://www.binghamton.edu/apps/travel/request/>

SUNY Employee Serv | Pandora Radio - Liste | Statewide Financial S | Per Diem Rates | GSA | Currency Converter | Campus Directory

**B** | Home

About | Academics | Admissions | Student Life | Research | News | Events | Athletics | Alumni & Giving

☒ transportation \* ☒ lodging \* ☒ meals \* ☒ miscellaneous \*

**Support Recommended \***

full ☒ full ☐ limited

Justification for hotel expense over per diem (if applicable)

Need to be able to see the surf from my balcony

Source: NYS (fund source only) Account #: 12345678

Source: Research Foundation Account #: RF123456

Source: Binghamton Foundation Account #: F1234

**This site says...**

Please confirm that all information is accurate. Once this request is submitted, no further changes can be made.

OK Cancel

**Approval Info**

Please list the names and emails of the people other must be listed.

Approver #1 Email: rhassett@binghamton.edu Rose Hassett

Approver #2 Email: rhassett@binghamton.edu Rose Hassett

Approver #3 Email: rhassett@binghamton.edu Rose Hassett

Submit Travel Request

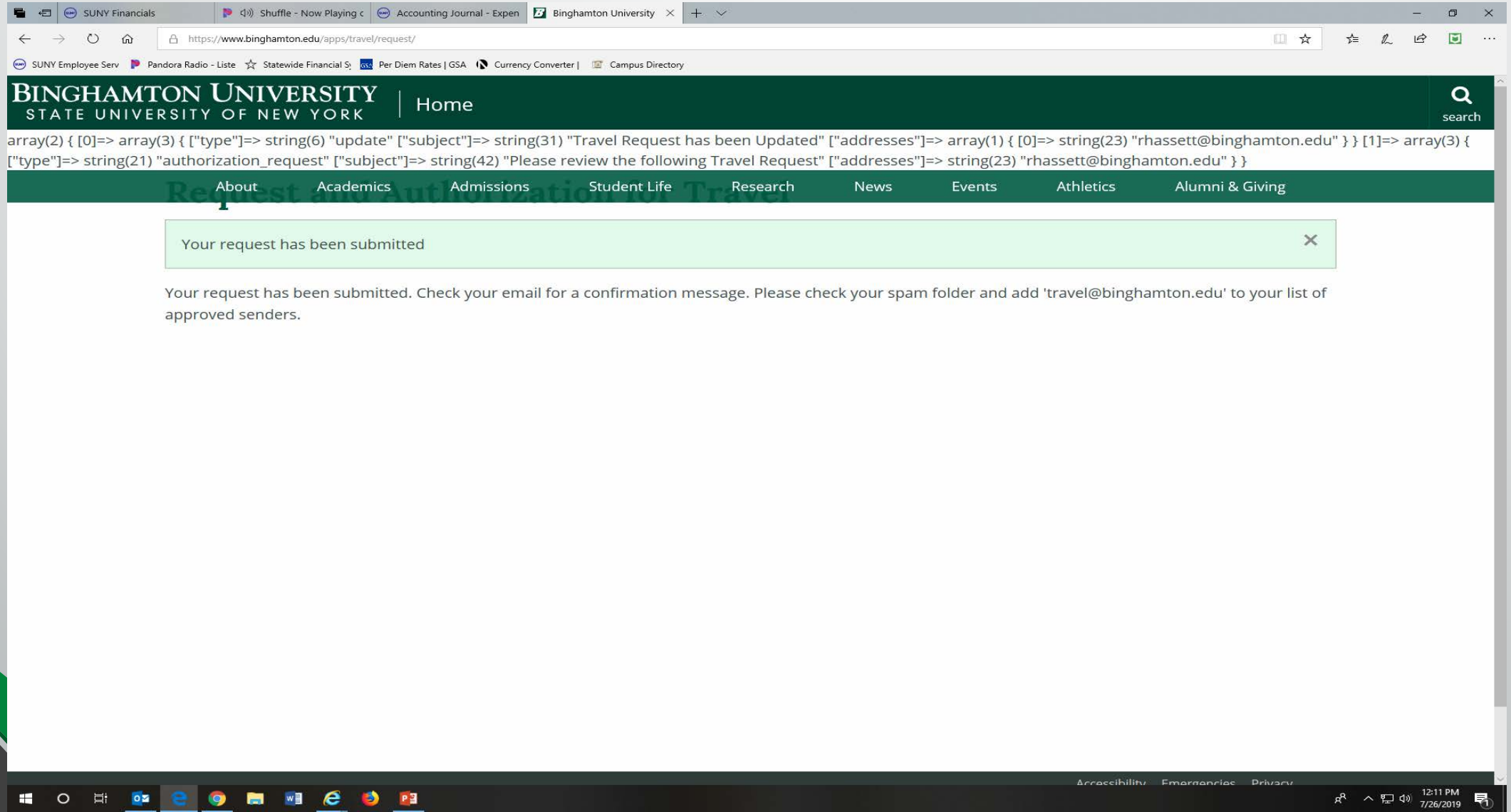
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Accessibility | Emergencies | Privacy

contact | visit | share

12:10 PM 7/26/2019

# Now your R&A is submitted and awaiting approvals



The screenshot shows a web browser window with the Binghamton University website. The browser's address bar displays the URL `https://www.binghamton.edu/apps/travel/request/`. The page header includes the university's name, "BINGHAMTON UNIVERSITY STATE UNIVERSITY OF NEW YORK", and a "Home" link. A search bar is located in the top right corner. Below the header, a navigation menu lists various university departments: About, Academics, Admissions, Student Life, Research, News, Events, Athletics, and Alumni & Giving. The main content area features a green confirmation message: "Your request has been submitted". Below this message, a paragraph of text reads: "Your request has been submitted. Check your email for a confirmation message. Please check your spam folder and add 'travel@binghamton.edu' to your list of approved senders." The browser's taskbar at the bottom shows several open applications, including a web browser, a file explorer, and a presentation software. The system clock in the bottom right corner indicates the time is 12:11 PM on 7/26/2019.

array(2) { [0]=> array(3) { ["type"]=> string(6) "update" ["subject"]=> string(31) "Travel Request has been Updated" ["addresses"]=> array(1) { [0]=> string(23) "rhassett@binghamton.edu" } } [1]=> array(3) { ["type"]=> string(21) "authorization\_request" ["subject"]=> string(42) "Please review the following Travel Request" ["addresses"]=> string(23) "rhassett@binghamton.edu" } }

**BINGHAMTON UNIVERSITY**  
STATE UNIVERSITY OF NEW YORK | Home

Search

About Academics Admissions Student Life Research News Events Athletics Alumni & Giving

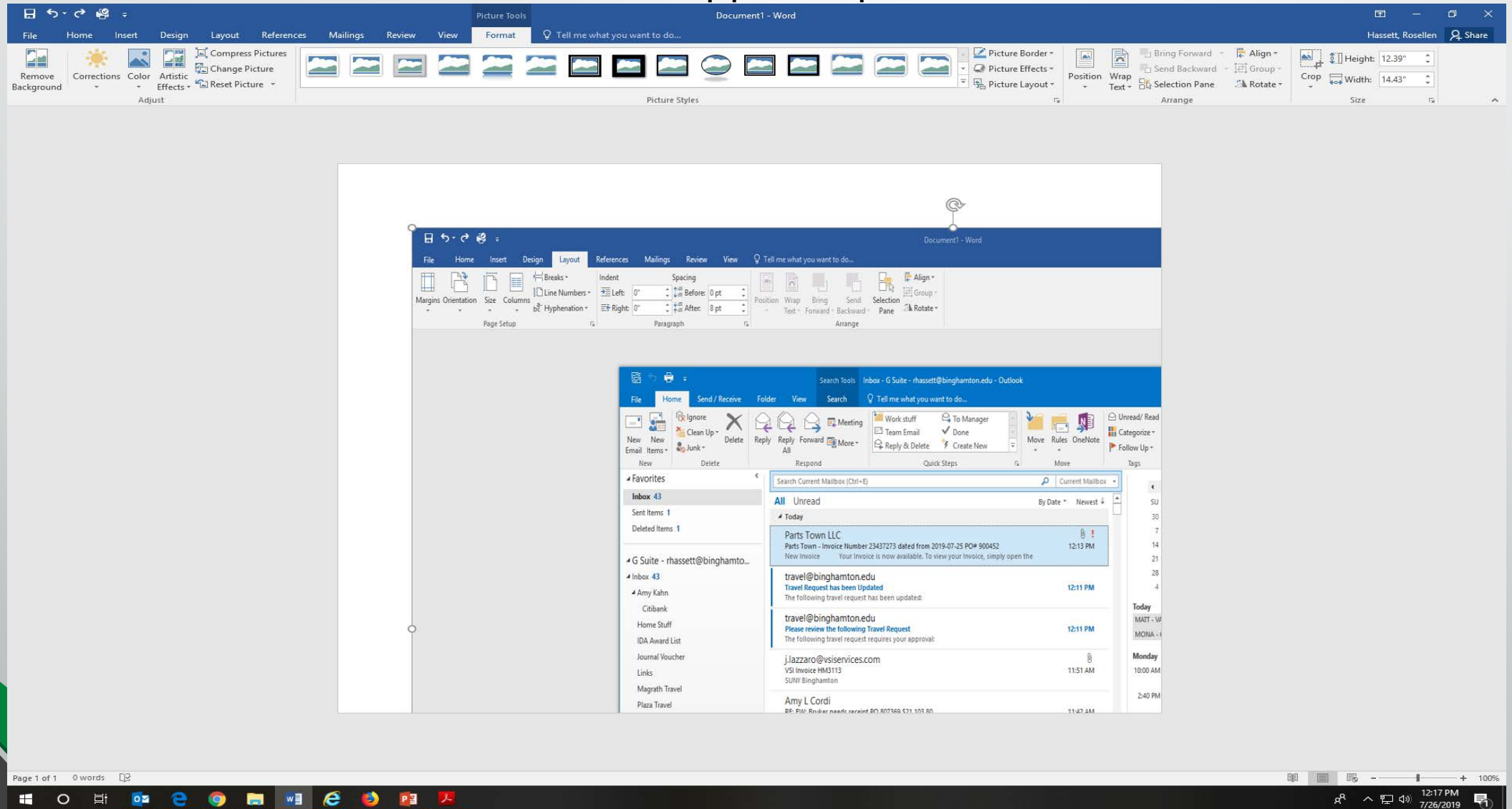
Your request has been submitted

Your request has been submitted. Check your email for a confirmation message. Please check your spam folder and add 'travel@binghamton.edu' to your list of approved senders.

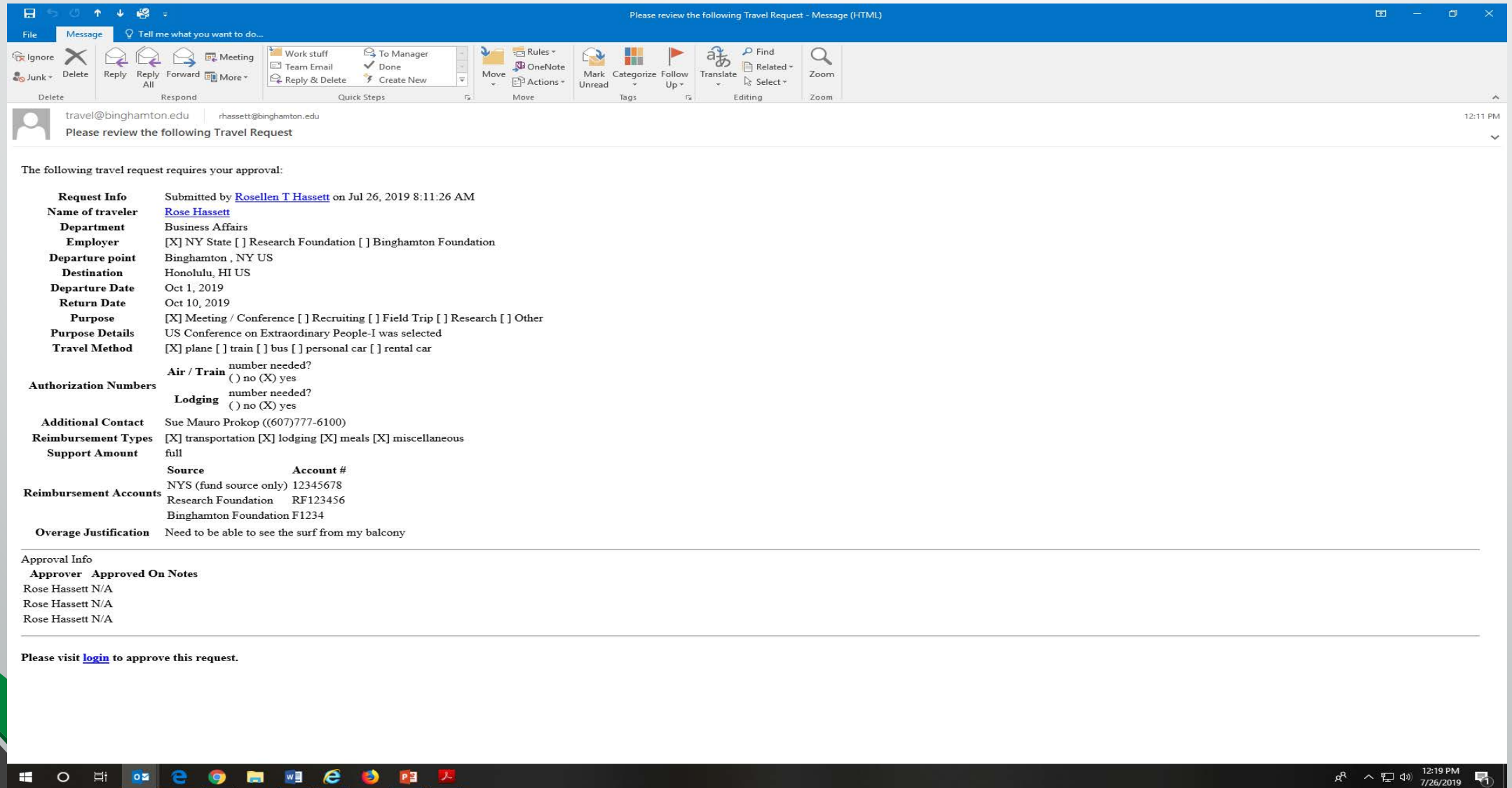
Accessibility Emergency Privacy

12:11 PM  
7/26/2019

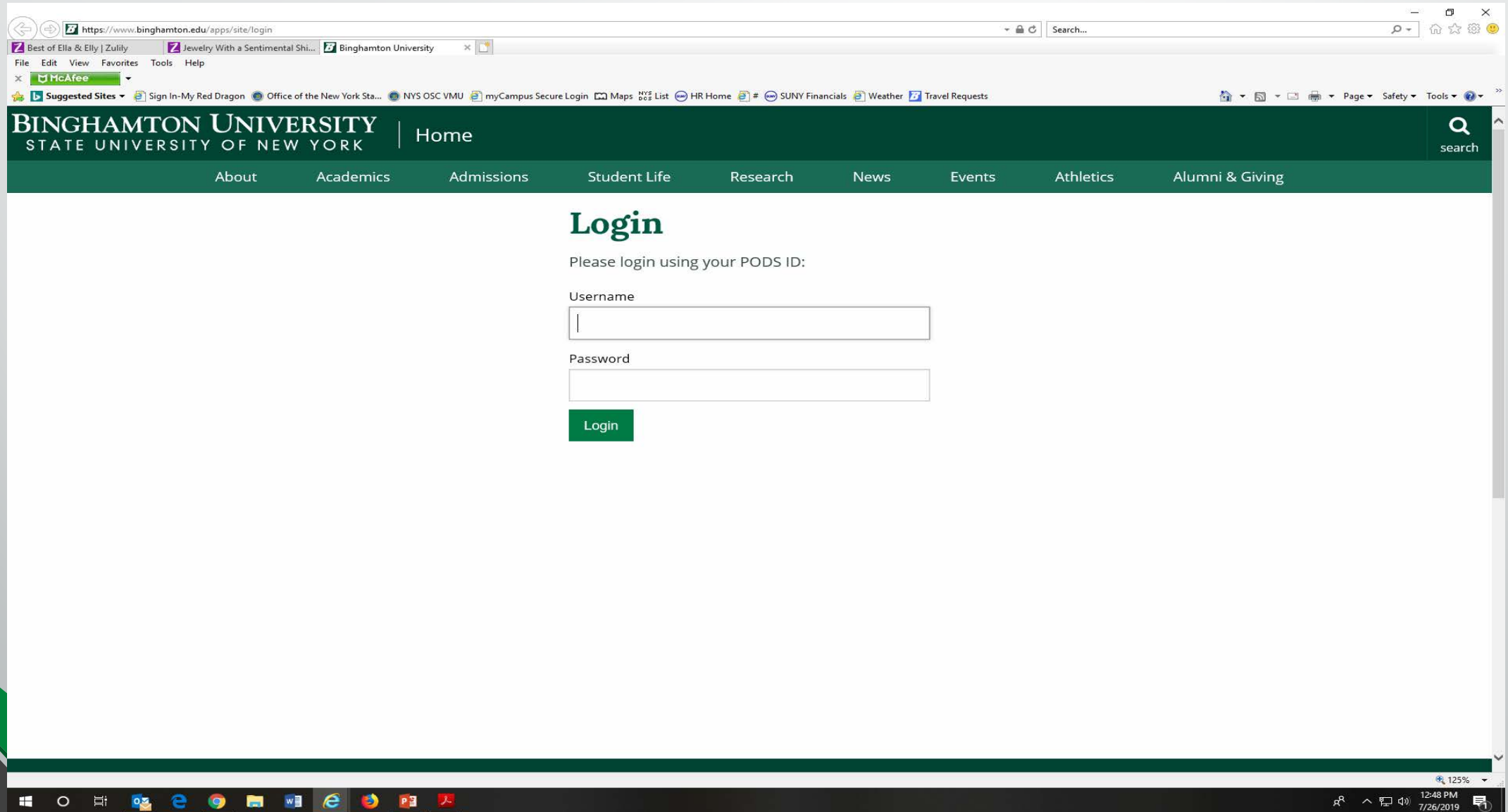
The R&A will come to the traveler's mailbox (and the creator, if different) to start the approval process



Once opened, the e-mail will look like this. The traveler needs to review the information and, to approve, click on the “login” link at the bottom of the e-mail



# To approve, login with your PODS info and password



The screenshot shows a web browser window with the URL <https://www.binghamton.edu/apps/site/login>. The browser's address bar and tabs are visible at the top. Below the browser window, the Binghamton University website header is shown, featuring the university's name and a navigation menu with links to About, Academics, Admissions, Student Life, Research, News, Events, Athletics, and Alumni & Giving. The main content area of the page is titled "Login" and contains the instruction "Please login using your PODS ID:". Below this instruction are two input fields: "Username" and "Password". A green "Login" button is positioned below the password field. The Windows taskbar is visible at the bottom of the screen, showing various application icons and the system clock indicating 12:48 PM on 7/26/2019.

https://www.binghamton.edu/apps/site/login

Best of Ella & Elly | Zulily Jewelry With a Sentimental Shi... Binghamton University

File Edit View Favorites Tools Help

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Page Safety Tools

**BINGHAMTON UNIVERSITY**  
STATE UNIVERSITY OF NEW YORK | Home

search

About Academics Admissions Student Life Research News Events Athletics Alumni & Giving

## Login

Please login using your PODS ID:

Username

Password

Login

125%

12:48 PM  
7/26/2019



# Review the R&A information (top half)

https://www.binghamton.edu/apps/travel/request/review/61

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**BINGHAMTON UNIVERSITY**  
STATE UNIVERSITY OF NEW YORK

Logout (rhassett)

## Approve Request for Travel

<b>Request Info</b>	Submitted by <a href="#">Rosellen T Hassett</a> on Jul 26, 2019 8:11:26 AM
<b>Name of traveler</b>	<a href="#">Rose Hassett</a>
<b>Department</b>	Business Affairs
<b>Employer</b>	<input checked="" type="checkbox"/> NY State <input type="checkbox"/> Research Foundation <input type="checkbox"/> Binghamton Foundation
<b>Departure point</b>	Binghamton , NY US
<b>Destination</b>	Honolulu, HI US
<b>Departure Date</b>	Oct 1, 2019
<b>Return Date</b>	Oct 10, 2019
<b>Purpose</b>	<input checked="" type="checkbox"/> Meeting / Conference <input type="checkbox"/> Recruiting <input type="checkbox"/> Field Trip <input type="checkbox"/> Research <input type="checkbox"/> Other
<b>Purpose Details</b>	US Conference on Extraordinary People-I was selected
<b>Travel Method</b>	<input checked="" type="checkbox"/> plane <input type="checkbox"/> train <input type="checkbox"/> bus <input type="checkbox"/> personal car <input type="checkbox"/> rental car
<b>Authorization Numbers</b>	<div><b>Air / Train</b> number needed? <input type="radio"/> no <input checked="" type="radio"/> yes</div> <div><b>Lodging</b> number needed? <input type="radio"/> no <input checked="" type="radio"/> yes</div>
<b>Additional Contact</b>	Sue Mauro Prokop ((607)777-6100)

125% 12:49 PM 7/26/2019



# Review (bottom half) and click “Approve This Request”

https://www.binghamton.edu/apps/travel/request/review/61

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**BINGHAMTON UNIVERSITY**  
STATE UNIVERSITY OF NEW YORK

Logout (rhassett)

<b>Reimbursement Accounts</b>	NYS (fund source only)	12345678
	Research Foundation	RF123456
	Binghamton Foundation	F1234

**Overage Justification** Need to be able to see the surf from my balcony

**Approval Info**

Approver	Approved On	Notes
Rose Hassett	N/A	
Rose Hassett	N/A	
Rose Hassett	N/A	

By pressing the below approve button, it will be recorded that you **Rosellen Hassett** are approving the follow travel request.

If you would like to make any notes with your approval, please note any changes below:

**Approve this Request**

125% 1:09 PM 7/26/2019

Again, make sure the R&A is correct and click OK to approve

https://www.binghamton.edu/apps/travel/request/review/61

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Page Safety Tools

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STATE UNIVERSITY OF NEW YORK

Logout (rhassett)

<b>Reimbursement Accounts</b>	NYS (fund source only)	12345678
	Research Foundation	RF123456
	Binghamton Foundation	F1234

**Overage Justification** Need to be able to see the surf from my balcony

**Approval Info**

Approver	Notes
Rose Hassett	
Rose Hassett	N/A
Rose Hassett	N/A

Message from webpage

Please confirm that all information is accurate. Once this record is approved, no further changes can be made.

OK Cancel

By pressing the below approve button, it will be recorded that you **Rosellen Hassett** are approving the follow travel request.

If you would like to make any notes with your approval, please note any changes below:

Approve this Request

Once the approver submits, there is an approval date and time that appears on the bottom of the R&A

The screenshot shows a web browser window with the URL <https://www.binghamton.edu/apps/travel/request/review/61>. The page header includes the Binghamton University logo and a "Logout (rhassett)" link. The main content area is divided into sections:

- Reimbursement Accounts:** A table listing fund sources and their IDs.
- Overage Justification:** A text box containing the justification "Need to be able to see the surf from my balcony".
- Approval Info:** A section containing a table of approval history.

Below the approval history table, there is a message: "By pressing the below approve button, it will be recorded that you **Rosellen Hassett** are approving the follow travel request." followed by a prompt: "If you would like to make any notes with your approval, please note any changes below:" and a text input field.

At the bottom, there is a green button labeled "Approve this Request".

Reimbursement Accounts	Fund Source	ID
	NYS (fund source only)	12345678
	Research Foundation	RF123456
	Binghamton Foundation	F1234

Approver	Approved On	Notes
Rose Hassett	2019-07-26 17:15:24	
Rose Hassett	N/A	
Rose Hassett	N/A	

# Second Approver approved

https://www.binghamton.edu/apps/travel/request/review/61

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PageSafetyTools

Logout (rhassett)

Reimbursement Accounts

NYS (fund source only)	12345678
Research Foundation	RF123456
Binghamton Foundation	F1234

Overage Justification

Need to be able to see the surf from my balcony

Approval Info

Approver	Approved On	Notes
Rose Hassett	2019-07-26 17:15:24	
Rose Hassett	2019-07-26 17:16:58	
Rose Hassett	N/A	

By pressing the below approve button, it will be recorded that you **Rosellen Hassett** are approving the follow travel request.

If you would like to make any notes with your approval, please note any changes below:

Approve this Request

https://www.binghamton.edu/apps/travel/request/review/61

125%

1:17 PM 7/26/2019

# Third approver approved (if applicable)

Inbox (3) - payable@binghamton.edu x Please review the following Travel x https://www.binghamton.edu/ap x +

https://www.binghamton.edu/apps/travel/admin/review/61

Apps Per Diem Rates Recent per diem rat... Gateway - Eastern... New Tab Currency Converter... Binghamton Univer... Other bookmarks

**B** Logout (rhassett)

<b>Purpose</b>	<input checked="" type="checkbox"/> Meeting / Conference <input type="checkbox"/> Recruiting <input type="checkbox"/> Field Trip <input type="checkbox"/> Research <input type="checkbox"/> Other								
<b>Purpose Details</b>	US Conference on Extraordinary People-I was selected								
<b>Travel Method</b>	<input checked="" type="checkbox"/> plane <input type="checkbox"/> train <input type="checkbox"/> bus <input type="checkbox"/> personal car <input type="checkbox"/> rental car								
<b>Authorization Numbers</b>	<table><tr><td><b>Air / Train</b></td><td>number needed? <input type="radio"/> no <input checked="" type="radio"/> yes</td></tr><tr><td><b>Lodging</b></td><td>number needed? <input type="radio"/> no <input checked="" type="radio"/> yes</td></tr></table>	<b>Air / Train</b>	number needed? <input type="radio"/> no <input checked="" type="radio"/> yes	<b>Lodging</b>	number needed? <input type="radio"/> no <input checked="" type="radio"/> yes				
<b>Air / Train</b>	number needed? <input type="radio"/> no <input checked="" type="radio"/> yes								
<b>Lodging</b>	number needed? <input type="radio"/> no <input checked="" type="radio"/> yes								
<b>Additional Contact</b>	Sue Mauro Prokop ((607)777-6100)								
<b>Reimbursement Types</b>	<input checked="" type="checkbox"/> transportation <input checked="" type="checkbox"/> lodging <input checked="" type="checkbox"/> meals <input checked="" type="checkbox"/> miscellaneous								
<b>Support Amount</b>	full								
<b>Reimbursement Accounts</b>	<table><thead><tr><th>Source</th><th>Account #</th></tr></thead><tbody><tr><td>NYS (fund source only)</td><td>12345678</td></tr><tr><td>Research Foundation</td><td>RF123456</td></tr><tr><td>Binghamton Foundation</td><td>F1234</td></tr></tbody></table>	Source	Account #	NYS (fund source only)	12345678	Research Foundation	RF123456	Binghamton Foundation	F1234
Source	Account #								
NYS (fund source only)	12345678								
Research Foundation	RF123456								
Binghamton Foundation	F1234								
<b>Overage Justification</b>	Need to be able to see the surf from my balcony								

**Approval Info**

Approver	Approved On	Notes
Rose Hassett	2019-07-26 17:15:24	
Rose Hassett	2019-07-26 17:16:58	
Rose Hassett	2019-07-26 17:18:45	

Windows taskbar: 1:24 PM 7/26/2019

# No R&As needed for Non-Employees!

- Non-employee travelers no longer need to complete an R&A form
- The Electronic R&A process is for Employees only
- The approval flow for non-employee travel will be the signatures and funding account(s) on the Non-Employee Travel Voucher
- Please attach an e-mail trail from the person who is allowing the expenditure of your NYS funds allowing the traveler to “travel” and be reimbursed. Please be specific to traveler, dates and travel destinations
- You will still need the traveler to sign the Travel Voucher and provide a payee ID and address
- The person who is allowing the expenditure of the NYS funds also needs to sign the Travel Voucher as Supervisor
- Don’t forget to include the 8 digit NYS funding account number(s) in the cost center unit box on the bottom left. Without this, we cannot process the reimbursement.



# NYS Employees can pay for their own airfare and be reimbursed

- It must be an economy fare priced without any upgrades that would add to the cost
- It must be for work related travel only (not combined with personal time)
- All of the travel rules still apply
- Airfare expenses must be submitted with the traveler's proof of fiscal liability
- Airfare **cannot** be reimbursed until **after** the travel event and must be submitted via the Employee Report of Travel Expenses and Claim for Payment
- Employees always have the option to get a control number from the Travel Office and book through Plaza Travel (607)729-2225

# Proximity Travel vs Travel Status

- *Proximity Travel* and *Travel Status* can be treated differently as the status depends on the 35 mile mark.
- To be in Travel Status, a traveler needs to be traveling more than 35 miles from his/her official location.
- Proximity Travel is travel within the 35 mile mark. It can be travel to and from other satellite BU sites, like the Downtown Center, School of Pharmacy and the Conklin Library Annex
- For 97% of us, that's Binghamton University
- To still meet the prior approval requirement for Proximity Travel, we recommend documenting emails or any other form of written correspondence to acknowledge that the traveler/employee is allowed to travel within proximity
- Make sure to complete and electronic R&A for both types of Travel

# Any Questions?

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