New Travel Enhancements
Effective August 19, 2019
New Electronic R&A for Employees!

- [https://www.binghamton.edu/apps/travel/request/](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 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.
- 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 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.
Value the items below. If there is an asterisk, that field must be valued. There are drop downs to assist you.
Again, more fields to value. Make sure to add your funding account and justifications, if applicable.
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!
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!
Now your R&A is submitted and awaiting approvals
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.

<table>
<thead>
<tr>
<th>Request Info</th>
<th>Submitted by: Rose Hassan on Jul 26, 2019 8:11:26 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of traveler</td>
<td>Rose Hassan</td>
</tr>
<tr>
<td>Department</td>
<td>Business Affairs</td>
</tr>
<tr>
<td>Employer</td>
<td>[X] NY State [ ] Research Foundation [ ] Binghamton Foundation</td>
</tr>
<tr>
<td>Departure point</td>
<td>Binghamton, NY US</td>
</tr>
<tr>
<td>Destination</td>
<td>Honolulu, HI US</td>
</tr>
<tr>
<td>Departure Date</td>
<td>Oct 1, 2019</td>
</tr>
<tr>
<td>Return Date</td>
<td>Oct 10, 2019</td>
</tr>
<tr>
<td>Purpose</td>
<td>[X] Meeting / Conference [ ] Recruiting [ ] Field Trip [ ] Research [ ] Other</td>
</tr>
<tr>
<td>Purpose Details</td>
<td>US Conference on Extraordinary People- I was selected.</td>
</tr>
<tr>
<td>Travel Method</td>
<td>[X] plane [ ] train [ ] Bus [ ] personal car [ ] rental car</td>
</tr>
<tr>
<td>Authorization Numbers</td>
<td>Air / Train [ ] yes (DX) yes</td>
</tr>
<tr>
<td>Lodging number needed?</td>
<td>[ ] yes (DX) yes</td>
</tr>
<tr>
<td>Additional Contact</td>
<td>Sue Marie Pekony (609)777-8100</td>
</tr>
<tr>
<td>Reimbursement Type</td>
<td>[X] transportation [X] lodging [X] meals [X] miscellaneous</td>
</tr>
<tr>
<td>Support Amount</td>
<td>Ball</td>
</tr>
<tr>
<td>Source</td>
<td>Account #</td>
</tr>
<tr>
<td>Reimbursement Account</td>
<td>NYS (fund source only): 3234967B</td>
</tr>
<tr>
<td>Overage Justification</td>
<td>Need to be able to use the surf from my balcony</td>
</tr>
</tbody>
</table>

Please visit login to approve this request.
To approve, login with your PODS info and password
Review the R&A information (top half)

**Approve Request for Travel**

- **Request Info**: Submitted by Rosellen T Hassett on Jul 26, 2019 8:11:26 AM
- **Name of traveler**: Rose Hassett
- **Department**: Business Affairs
- **Employer**:  NY State  ☑  Research Foundation  ☐  Binghamton Foundation
- **Departure point**: Binghamton, NY US
- **Destination**: Honolulu, HI US
- **Departure Date**: Oct 1, 2019
- **Return Date**: Oct 10, 2019
- **Purpose**: Meeting / Conference ☑  Recruiting ☐  Field Trip ☐  Research ☐  Other
- **Purpose Details**: US Conference on Extraordinary People-I was selected
- **Travel Method**: Plane ☑  Train ☐  Bus ☐  Personal Car ☐  Rental Car
- **Authorization Numbers**
  - **Air / Train**: number needed? ☐  no ☑  yes
  - **Lodging**: number needed? ☐  no ☑  yes
- **Additional Contact**: Sue Maurokop ((607)777-6100)
Review (bottom half) and click “Approve This Request”
Again, make sure the R&A is correct and click OK to approve.
Once the approver submits, there is an approval date and time that appears on the bottom of the R&A.
Second Approver approved
Third approver approved (if applicable)
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?

• Contact travel@binghamton.edu
• Rose Hassett rhassett@binghamton.edu 7-4660