

PSS Grant Reimbursement Procedures

Step 1: R&A

If you are doing anything off campus you need to complete a Request & Authorization (R &A) form which can be [found online](#) and have it signed by your supervisor.

Step 2: Attend/Complete your activity and collect original receipts.

Transportation:

- **Airfare, Bus or Train** - please provide a copy of the original receipt (hard copy if provided that way) or if done over the internet you will submit it that way (print out or forward to us).
- **By Car** - It is the policy of the State of New York to reimburse for mileage (\$.58/mile) or reimburse for a rental car whichever is less. [Please see the vehicle use page on the Binghamton website.](#)

Step 3: Submit Documentation

We must see the source of payment, that it is in your name (you cannot be reimbursed for items paid by others - it must be your name on the card) and that it was actually paid. For MasterCard and Discover card purchases the receipt will suffice. For VISA and AMEX - This can be achieved by sending the receipts with just your name and/or the last 4 digits of the card you use showing and either:

- the bank/credit card statement showing the same purchases (you can redact anything you don't want us to see - but it must show your name, the last 4 digits and the corresponding transaction)

OR

- a copy of the front of your card with only the 4 last digits showing and your name showing.

These can be delivered in person or sent via interoffice mail to the PSS Treasurer. To save time and a second visit - you can scan and send your items so that the voucher will be ready for you.

Step 4: A voucher will be created.

You will sign paperwork when you arrive. All reimbursement documentation must be submitted to the appropriate offices by the treasurer within 30 days of the travel/event so please submit as soon as you are able. Reimbursements typically take 3-4 weeks after submission.