

Binghamton University
Philosophy Department
Travel Checklist

Before Travel:

1. **Review Traveler Responsibilities:** <https://www.binghamton.edu/offices/travel/traveling/>
 - a. **NEW EUROPEAN UNION TRAVEL RULES COMING IN late 2026:** Check out the link to determine if you will need ETIAS travel authorization. Ignoring this could result in denial of entry. https://travel-europe.europa.eu/etias/what-etias_en
2. **Initiate Approval:** Send Tony Reeves an email (and cc Mel) requesting approval that includes the purpose, date(s), place, and amount of funding needed.
3. **Complete Philosophy R&A form and return to Mel at least one month prior to departure** (reach out if any questions) <https://www.binghamton.edu/philosophy/documents/phil-ra-travel.pdf>. *If traveling internationally, you must turn it in 40 days before travel.*
 - “Destination Address” is the conference/meeting site.
 - “Authorization Number” is only needed if the University will pay airfare/train fare directly.
 - Send a conference program/agenda (or link to it) along with the R&A.
 - **If using personal time, provide airfare quotes with and without personal time before purchase. No quotes, no reimbursement.**
 - **If the hotel is over the per diem rate and is not the conference site, provide (3) hotel quotes.**
 - NYS reimburses the lowest cost of any travel. **Only ‘Economy’ airfare will be reimbursed.**
4. **Sign University Electronic R&A Form:** You will receive notification via email. The R&A **must be fully approved prior to travel** and before any travel purchases are made. Otherwise, you will **not** be reimbursed.

During Travel: Save all original receipts for reimbursement. **No receipt, no reimbursement.** Credit card statements alone are not sufficient.

After Travel: Meet with Mel as soon as possible after your return to complete the Travel Expense Report. The report needs to be submitted within 30 calendar days, starting on the day of return.

1. You will need to provide:
 - Departure and arrival time back home
 - Program/agenda/literature provided at conference that shows dates and times
 - o Detailed itinerary if not available for each day
 - Original itemized hotel/lodging receipt showing fees and payment in full
 - Detailed airfare itinerary showing all fees. Travel insurance is not reimbursable.
 - Other itemized original receipts. NYS allows a maximum of 20% gratuity of the **subtotal**. **Tax is not reimbursable.**
 - “Statement of Automobile Travel” form if applicable
 - Credit card used (or account transactions printout if receipts don’t show cc number). Only the last four numbers and the name of the cardholder need to be visible on credit card copy.
2. Sign Travel Expense Report
3. *Reimbursements may take up to two (2) months to process.* Your reimbursement will be Direct Deposited into the same account set up for your paychecks (if applicable), or you will receive a paper check from NYS, up to the maximum amount approved for travel expenses.

***REMINDER:** The Office of the State Comptroller sets rules and regulations for reimbursement of expenses incurred while traveling on official State business. See: <https://www.osc.ny.gov/files/state-agencies/travel/pdf/agencies-travel-manual-attachment.pdf>