

## Travel Expense Report

Each time a University employee travels on New York State funds, two forms must be filled out:

- **Request and Authorization for Travel (R&A)** form: to be completed *before* travel
- **Travel Expense Report:** to be completed *after* travel

Per the State of New York Office of the State Comptroller:

- All Travel Expense reports must be submitted to the Business Office (with all required documentation – payable ready) within **30 days** of the end of the travel event.
- Travelers must provide **original** receipts with expense reports in accordance with the chart below:

Expense Type	Documentation Required*
<b>Charge on the State Travel Card</b>	Receipt
<b>Transportation by Common Carrier (e.g. train, bus, airplane, subway)</b>	Ticket stub if purchase price is printed on the stub; receipt and ticket stub if purchase price is not printed on the stub
<b>Taxi</b>	Receipt
<b>Rental Car</b>	Receipt showing return time
<b>Tolls - EZ Pass</b>	EZ pass statement with applicable charges indicated
<b>Tolls - Cash</b>	Receipt
<b>Gas</b>	Receipt
<b>Day Trip Meals - Receipted</b>	Receipt
<b>Hotels - Receipted</b>	Receipt
<b>Miscellaneous and incidental expenses</b>	Receipt

\* Expenses submitted without original receipts will not be reimbursed. Please keep all receipts from your travel event to make sure you are reimbursed for everything coverable per the NYS OSC travel guidelines and manual.

To view the Travel manual, go to <http://www.osc.state.ny.us/agencies/travel/manual.pdf>.

To access Travel information, forms, per diems rates, etc., go to the Business System Portal at [www.binghamton.edu/business-office](http://www.binghamton.edu/business-office) and scroll down to the **Travel** module.

## Traveler Information Section:

This section of the document relates to the traveler's information. All fields in this section must be completed.

AC 132-S (Effective 9/17)				
State of New York		EMPLOYEE REPORT OF TRAVEL EXPENSES AND CLAIM FOR PAYMENT		
Agency Name Binghamton University		Business Unit/Department Code SNY01/		
Employee ID N	Official Station Address Binghamton		Official Station Zip 13902	
Last Name		First Name	MI	Suffix
Home Address		City	State	Zip
Business Purpose		Travel Description		
Start Location Street (City, State)		Start Location Zip	Check if used: <input type="checkbox"/> Travel Agency	
Destination Location Street (City, State)		Destination Location Zip		
Travel Start Date and Time		Travel End Date and Time		

1. **Agency Name:** completed for you (Binghamton University).
2. **Business Unit/Department Code:** the Business Unit is filled out for you. Fill out the traveler's department in which the funds will be used to reimburse the traveler. *Make sure this field is filled out.*
3. **Employee ID:** this number is located on the traveler's pay stub.
4. **Official Station:** completed for you (Binghamton).
5. **Name:** fill out the traveler's *last* and *full* name, including their *middle initial* and *suffix*, if applicable.
6. **Home Address:** the traveler's **HOME** address, including their *city*, *state* and *zip* code. *Make sure this address is the same address that is on the traveler's pay stub.*
7. **Business Purpose:** the reason travel is required. For example: conference, training, out of town business meeting, recruiting, etc.
8. **Travel Description:** provide any extra details you feel necessary.
9. **Start Location Street:** include the street, city and state of the traveler's starting location.
10. **Start Location Zip:** include the zip code of the traveler's starting location.
11. Check box if you used Plaza Travel (NYS contracted travel agency).
12. **Destination Location Street:** include the street, city and state of the traveler's destination.
13. **Destination Location Zip:** include the zip code of the traveler's destination.
14. **Travel Start Date and Time:** this is the day and time the traveler left their home or Binghamton University.
15. **Travel End Date and Time:** this is the day and time the traveler returned to their home or to Binghamton University.
  - Accuracy of the *Travel Start/End Date and Times* are important as they determine meal allowances.