

Approval Section:

Original hand written signatures are required for reimbursement. The traveler’s signature along with his or her title and date of signature is needed. The same is needed from the traveler’s supervisor.

Traveler's Certification		
I hereby certify that the above account and attached schedules are just, true and correct, that no part thereof has been paid, except as stated therein, and that the balance therein stated is actually due and owing, and that the amounts claimed were necessary an incurred in the performance of my official duties.		
[Signature Line]		[Date Line]
Signature	Title	Date
Supervisor's Certification (if required)		
I, the claimant's supervisor, certify that this account has been examined and to the best of my knowledge and belief, the amounts claimed therein were necessary for the performance of the claimant's authorized official duties.		
[Signature of Supervisor Line]		[Date Line]
Signature of Supervisor	Title	Date
FOR AGENCY USE ONLY	Expense Report Number	Travel Auth. Code
	[Expense Report Number Line]	[Travel Auth. Code Line]
Entered by	Date	
[Entered by Line]	[Date Line]	

Have two completed and signed (original signatures by BOTH traveler and supervisor) copies of expense report. **Make a copy of everything you send to the Travel Office.** Staple all original receipts and associated documents to one copy of the Travel Expense Report and send/walk it to the Travel Office for processing. **Retain the second copy of the original signed travel voucher including all receipts and associated documents for your records.**

Travel Office Contacts:

travel@binghamton.edu

Rose Hassett 7-4660 rhassett@binghamton.edu

Michelle Richardson 7-2037 richardm@binghamton.edu