

Justification for Late Travel Reimbursement Request

Office of Sponsored Programs at SUNY New Paltz

Policy:

All reimbursement requests are reviewed and certified as accurate by the employee’s supervisor and submitted to OSP for processing within **30 days** of occurrence. Note that specific programs and/or Sponsors may have more restrictive deadlines that must be followed.

Request for Late Submission:

With justification for the delay, reimbursement requests will be accepted up to 45 days after occurrence. Unless extraordinary, catastrophic circumstances can be proved that prevented the submission of the request, no request will be accepted or processed by OSP after 45 days from the date the expense was incurred.

| Req. # | Travel dates | No. of days late | Amount |
|--------|--------------|------------------|--------|
| | | | |

***Please attach Travel Reimbursement Request to this form when submitting.**

Traveler explanation of why late submission of travel reimbursement has occurred:

Signature of Traveler

Date

PI Approval

I have reviewed and approved the above stated explanation for late submission of the listed travel reimbursement on this form. Late submission is justified and I approve processing of payment for the reimbursement.

Signature of the Principal Investigator/Project Director

Date

Catherine L. Hoselton, Operations Manager, or designee

Date