



Travel checklist – After the trip

Travel rules have been established in the best interest of the state and SUNY New Paltz and not the convenience of the employee. Only actual, necessary, and reasonable business expenses will be reimbursed. Failure to get pre-approval of travel prior to traveling may jeopardize the reimbursement of travel expenses.

- A [Travel Expense Report](#) must be completed for every trip taken, even if no reimbursement is required.
- Provide an updated agenda including the dates, location, and daily schedule or itinerary.
- Include a [Travel Expense Detail](#) Sheet if necessary, to provide details of the trip.
- Include an [Automobile Travel Statement](#) (round to the nearest mile) if personal car was used.
- List any prepayments or expenses paid using NYS travel card, then deduct (in Summary B-E) from the total reimbursement. The total amount should only reflect what is owed to you after the trip. In some cases, this may be zero.
- Include paid receipts (showing form payment) for all expenses listed on the expense report. Airfare and hotel receipts must show itemized breakdown of charges.
- Provide airline tickets and boarding passes for each flight taken (screen shot of phone boarding pass is acceptable).
- List meals by number of days and per diem or day trip rate totals.
 - Subtract any meals which were included at hotel, conference, etc., and you participated in.
 - Include memo stating which meals were provided, or if none were.
 - No receipts are required, **unless** charged using a travel card.
- Traveler, supervisor, authorized account approver, and Provost or divisional Vice President must sign the expense report.
- Travel Expense Reports should be submitted electronically to: travel@newpaltz.edu, promptly upon return from trip for faster reimbursement, but not later than 30 days after trip was taken.

If you have any questions, please contact the Travel Office at: travel@newpaltz.edu or 845-257-3178

Some helpful information:

- SUNY New Paltz travel [website](#)
- [Travel forms](#)
- [Travel information websites](#)
- NYS [Travel Manual](#)