



## Travel checklist – Before 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.

- Submit a [Travel Requisition](#) form to the funding department, with all gray areas completed.
- Include a copy of the agenda or itinerary to show the purpose of the trip.
- [Transportation](#) – compare several means of transportation to find the most economical method: rental car, train, bus, personal auto, airfare (if over \$1,000, provide 3 downloaded quotes).
  - Use the [trip calculator](#) to determine if rental or personal car is most economical.
- [Lodging](#) – Always request [per diem rates](#) to find the most economical cost.
  - Choose [receipted](#) or [un-receipted](#) method before traveling.
  - Complete a [justification form](#) for amounts over the per diem.
  - Bring a [Tax Exempt](#) form for all New York lodging. See the [forms](#) page of our website for other states.
- [Meals](#) – [per diem rates](#) are based on where the hotel is located when in overnight status. SUNY New Paltz apportions the meal allowance by 20% of the per diem for breakfast and 80% for dinner. No allowance is given for lunch. Alcohol is not eligible for reimbursement or allowed on a state issued credit card.
- [Incidental Expenses](#) – All receipts are required for parking, taxi, tolls, subway, bridge, etc.
- [Pre-payments](#) – for [cash advance](#), [airfare reimbursement](#), or registrations must be requested 30 days or more prior to date of trip.
- [Approvals](#) – traveler, supervisor, Provost or divisional Vice President, and any authorized account holder signatures are required.
- Submit the Travel Requisition electronically to the Travel Office email: [travel@newpaltz.edu](mailto:travel@newpaltz.edu), 30 days prior to taking a trip.
- [NYS Travel card](#) – must submit **all** receipts with statement when using a state travel card.
- [International travel](#) – Travel outside the United States is reimbursed based on the maximum [per diem allowance](#) established by the US Department of State.
  - Travelers are responsible to be familiar with current international travel rules/regulations, which can be found on [Travel.State.Gov](#).
  - Foreign travel requires translation of all receipts submitted for reimbursement with a copy of the [currency conversion tables](#) based on the date of the expense.

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

### Some helpful information:

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