Just Returning from a Business Trip?
Let us help you put a “speedy” closure to your trip!

- Forms are completed in FULL and all signatures are included.
- Have all required receipts for allowable expenses.
- Travel Authorization on file in University Accounting.

"Speedy" Closure/Reimbursement to Your Trip
Your Trip was Cancelled?

- Please send Accounting.Office@fredonia.edu an email... informing them the trip was cancelled.
- University Accounting will disencumber the unused funds and close your Travel Authorization.

You are Due a Reimbursement

- Complete a Travel Voucher, listing all allowable expenditures and attach all required receipts.
- Refer to Travel Guideline #810
- Forward completed Travel Voucher to your Supervisor for signature.

You Used your State Travel Card

- Upon release of the monthly statement, complete a Travel Voucher & State Travel Card Reconciliation Form for each trip having expenditures on the monthly statement.
- Attach an itemized receipt for every Travel Card transaction and required receipts for reimbursement.
- Refer to Travel Guideline #811
- Forward completed Travel Voucher & Travel Card Reconciliation Form to your Supervisor for signature.

You Had "Other Sources" of Funding

- A traveler must inform SUNY Fredonia AND the "Other Funding Source" that expenditures are being covered by both agencies!
- The Travel Authorization and Travel Voucher Forms of both agencies, should list the amount and the account paid by each agency.
You are Due a Reimbursement

- Obtain a Travel Voucher Form (TV) from University Accounting's Travel web page.
- Fields highlighted blue are the information we need to reimburse you.
- Complete all fields on the top portion of the TV (include your NYS Employee ID).
- Complete the remaining fields which were relevant to this particular trip.
- If you used your personal vehicle, an AC160 Mileage Statement must be completed and attached.
- If you paid a per night lodging rate higher that the Per Diem State Rate, an Over Per Diem Lodging Justification should have been attached to your Travel Authorization (TA). If the form was not attached to the TA, it MUST be attached to the TV, before reimbursement can be made.
- You may ask for the Per Diem Meal Allowance (based on departure and return times) when a lodging receipt is included. You may ask for Other Than Per Diem Rate (based on departure and return times and lodging type) when a receipt is attached. However, we cannot reimburse you more than the Per Diem Meal Allowance Rate.
- If you paid your Registration/Conference Fee, you must attach proof of payment.
- Sign
- Forward to your Supervisor for signature
- Forward to University Accounting for processing.

Reference Travel Guideline #810
• At the end of the billing period, you will receive an email (from the University Accounting Office) to download your Travel Card Statement.

• Obtain a Travel Voucher & State Travel Card Reconciliation Form (TVCR) from University Accounting’s Travel web page. One trip per TVCR!

• Complete all fields on the top portion of the TVCR (include your NYS Employee ID AND Statement Date).

• The combined Travel Voucher & State Travel Card Reconciliation Form was created to reduce the amount of forms a cardholder needs to complete. It is to the best interest of the cardholder to use this form at the end of every billing cycle.

• The TVCR is to be completed following Travel Rules set forth for all travelers, regardless of whether or not you have been issued a State Travel Card.

• Cardholders should make every attempt to put all Transportation (other than Personal Vehicle Mileage), Lodging, Incidental Expenses, and Registration/Conference Fees expenditures on their State Travel Card.

• Cardholders have two options when it comes to meals:
  • If you want the Per Diem Meal Allowance, you must pay for the meals out-of-pocket and request reimbursement.
  • If you do not want to incur any out-of-pocket expenses, you may pay for the meals using your State Travel Card. However, you may NOT charge more than the Per Diem Meal Allowance Rate.

• You may NOT use both methods on one trip. All meals for a particular trip must be either Per Diem Reimbursement or on the Travel Card.

• All expenses on your State Travel Card should have an itemized receipt as back-up.

• Reference Travel Card Guideline #811
You Used your Non-Employee Travel Card

• At the end of the billing period, you will receive an email (from the University Accounting Office) to download your Travel Card Statement.
• One trip per TVCR!
• If traveling as a team or group, obtain a Travel Voucher & State Travel Card Reconciliation Form (TVCR) from University Accounting's Travel web page.
• Complete all fields on the top portion of the TVCR (include your NYS Employee ID AND Statement Date).
• If a visitor, guest, candidate, etc. has out-of-pocket expenses they need reimbursement for. Start a Travel Voucher Form for them, inputting their name and address and ONLY the expenses they will be reimbursed for. Include the visitor's Travel Voucher in your monthly reconciliation along with your TVCR for the expense that was on the Non-Employee Travel Card.
• The TVCR is to be completed following Travel Rules set forth for all travelers, regardless of whether or not you have been issued a State Travel Card.
• Cardholders should make every attempt to put all Transportation (other than Personal Vehicle Mileage), Lodging, Incidental Expenses, and Registration/Conference Fees expenditures on their State Travel Card.
• All expenses on your State Non-Employee Travel Card should have an itemized receipt as back-up. However, there is a $75 forgiveness for Incidental Expenses. If you have lost the receipt, please indicate "lost" by the expense on your monthly statement.

• Reference Travel Card Guideline #812