



# Frequently Asked Travel Questions

## *Why do I need a Travel Authorization?*

A Travel Authorization is needed for several reasons:

OSC Travel Rules require prior approval for all trips.

A Travel Authorization is proof that you were on SUNY related business.

SUNY Fredonia has decentralized accounts, so a Travel Authorization is needed to encumber funds to ensure there is money “saved” for your reimbursement.

## *Do I need a Travel Authorization for every individual trip I take?*

Yes and No, it all depends on the traveler:

Yes, you need a Travel Authorization for any travel that takes you away from your official work station, no matter how many miles you go (example: Meeting at the College Lodge or Incubator needs to have a Travel Authorization).

No, if you are a frequent traveler you can put more than one trip on a single Travel Authorization. The number of trips listed on a single Travel Authorization is up to the traveler.

*The rule to know is: We can only reimburse one Travel Voucher to one Travel Authorization, so the number of trips on one Travel Authorization all depends on how long the traveler wants to carry the burden of unreimbursed out-of-pocket expenses.*

The multiple trips Travel Authorization must list all dates and destinations for each trip (example: Supervising Teacher will submit one Travel Authorization for a semester of trips to supervise a student or coaches can submit one Travel Authorization for their seasonal team trips).

The multiple trips Travel Authorization can be monthly, by semester, biannual. Multiple trips Travel Authorizations cannot cross fiscal years.

## *Why are Account Numbers needed on the Travel Authorization?*

Without account numbers, we do not know which account to charge.

It is also VERY important for "Other Funding Sources" to be listed on the Travel Authorization. The Travel Authorization is a snap-shot for your entire trip, it saves a great deal of confusion between the two agencies funding your trip if the information on who is paying for what is listed all in one place - on the Travel Authorization!

## *Why do I have to List Per Diem Rates on the Travel Authorization?*

This helps ensure a smooth trip and reimbursement by:

Eliminating the possibility of over spending, which in turn creates a reimbursement less than what you were expecting. We can only reimburse lodging and meals up to the Per Diem Rate. If you spend more than the Per Diem you will incur out-of-pocket expenses that we cannot reimburse you for.

Determining what paperwork is needed, when you know the Per Diem State Rate for lodging you will know if you also need to complete and Over Per Diem Lodging Justification Form.

Providing a clear picture of what the total trip will cost, by which your Supervisor or the account's Authorized Signor can determine what your Trip Allowance will be for this particular trip.

## *Do I have to have a New York State Issued Travel Card?*

No, you do not have to have a State issued Travel Card... it depends on the individual traveler's travel habits and preference. If you are not a frequent traveler or do not purchase airline tickets for the majority of your trips, you most likely do need a Travel Card. The decision is yours to make... please call the Director of University Accounting if you need help making the decision.

*The rule to know is:* All reimbursements should be submitted in a timely fashion! However if you have a State issued Travel or NET Card, you will have to reconcile your monthly statement before the next billing cycle (which is on a monthly basis). With the busy schedules we all have, this may be a serious constraint for some travelers.

Accounting can only pay the monthly Citibank Statement in a one-lump payment. If that monthly payment is not made in a timely fashion, the department "holding up" the payment will be charged the entire late-fee.

## *Do I have to purchase my airline tickets from Child Travel in Albany, NY?*

No, you do not have to purchase your airline tickets from our Contracted vendor. HOWEVER, you do have to provide back-up, should OSC do a desk audit on this particular trip in the next 7 years, showing that you purchased the airline ticket for less money than the contracted vendor's ticket price.

## *When will I receive my travel reimbursement?*

With the implementation of OSC's SFS program back in April 2012... all employee reimbursements now follow the same path as the employee's pay. If you receive a pay "check" every two weeks, your reimbursement will be mailed to the address you have on file in Payroll. If you receive pay via "direct deposit," your reimbursement will be deposited into the bank account you have on file in Payroll. Your reimbursement does not come as part of your pay... reimbursements are separate payments. If you are "direct deposit" the wording on your reimbursement in your bank account will be "NYS OSC."