

# Travel Expense Submission Cover Sheet

Traveler's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Dates of travel: \_\_\_\_\_ to \_\_\_\_\_ Destination: \_\_\_\_\_

Source of funds: \_\_\_\_\_

Please describe the business purpose of your trip. Description should be one that can be clearly understood by a third party. Please avoid vague descriptions, such as "to foster collaboration."

Submit a package of the following items to the applicable Controller's Office within 10 business days of completed travel. If using a combination of NYS and other funds, the completed package must be submitted to both offices.

NYS (Tax-levy/IFR), DFG, and Exec. & Global NTL - Office of the Controller, 135 East 22nd Street D-501, New York, NY 10010

BCF -The Baruch College Fund, 135 East 22nd Street D-601, New York, NY 10010

## Required in all cases

- Documentation that substantiates business purpose evident to a third party reviewer (e.g., registration confirmation, travel itinerary, etc.)
- Airline or train tickets (paper or hardcopy of electronic record)
- Confirmation of actual stay & itemized hotel invoice (paper or hardcopy of electronic record)
- If a personal vehicle was used, submit a [Statement of Automobile Travel](#) and map of miles (Google Maps, Bing Maps, or MapQuest)
- When submitting original receipts, they must be affixed to a 8.5" x 11" paper. If using a combination of funds, please submit full package with all original receipts to the primary funding source  
If documentation is in a language other than English, please provide translation
- If foreign currency was used, submit print-outs of exchange rate for each date of travel ([Oando Currency Converter](#))

## Additional requirements for Tax-levy

- [Printed copy of approved CUNYfirst Travel Authorization](#) Travel Authorization ID: \_\_\_\_\_
- [Printed copy of CUNYfirst Expense Report signed by traveler & supervisor](#) Expense Report ID: \_\_\_\_\_
- [Upload all supporting documentation to CUNYfirst](#)
- Per diem rates page for each travel location [Per Diem Rates within U.S.](#) [Foreign Per Diem Rates](#)

## Additional requirements for BCF, DFG, and Exec. & Global NTL

- [Approved check request form](#)

For additional information on requirements and process, please consult with your divisional business manager.