### Baruch College Travel & Expense Processing Summary

**Baruch College Travel Guidelines & Forms**

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#### Registering for a Conference
Register using official college procurement process.

#### Booking Transportation & Lodging
- Book using Concur, NYS’s online travel service. Automatically charges NYS Travel Card and grants NYS Contractual Rates.
- Instructions: [Login](#)

#### Business Purpose & Use of Service
**Business Purpose must be evident to a third party reviewer**
Collect documents that demonstrate:
1. Each service was provided;
2. User of service was traveler;
3. The payee for each service;
4. The expense is necessary, reasonable and appropriate for stated Business Purpose.

**Conference Attendance**
Obtain your confirmation of conference attendance with a registration statement (paper or hardcopy of electronic record) that includes your name, method of payment, date, and name of conference. Also obtain a copy of the conference agenda (paper or hardcopy of electronic record).

**Air/Rail/Bus**
Obtain your confirmation of transportation used with a boarding pass or other confirmation statement (paper or hardcopy of electronic record) that includes your name, date, and reservation number.

**Personal Automobile**
Complete Statement of Automobile Travel if a personal vehicle was used. Also keep backup to miles claimed, which can be documented through use of [Google Maps](#), [Bing Maps](#) or [MapQuest](#).

**Ground Transportation**
Obtain original receipts (paper or hardcopy of electronic record) that indicates payment method and amount. Public transportation preferred. See [college expenditure guidelines](#).

**Lodging**
Obtain your confirmation of actual stay & itemized hotel invoice that includes your name and indicates method of payment. If name does not appear on invoice, traveler will also have to match invoice details with proof of payment (see below). For tax-levy & IFR funds, a letter of explanation must be provided for lodging that exceeds per diem rate.
- GSA Lodging Per Diem Rates
- Foreign Lodging Per Diem Rates

**Meals & Incidents**
No receipts necessary. **DO NOT charge meals & incidentals to NYS Travel Card.** Traveler will be reimbursed at official Per Diem rates. Total Per Diem rate should be allocated 20% to breakfast and 80% to dinner.
- GSA Per Diem rates
- Foreign Per Diem Rates
- New York State Meal Allowance Breakdown

**Documentation for “Proof of Payment”**
- NYS Travel Card Statement.
- A credit/debit card charge receipt serves as proof of payment if it includes traveler’s name and last four digits of the credit/debit card.
- A receipt without a combination above must also be accompanied by a copy of the card, with card number blocked out except for the last four digits; or a credit card statement with irrelevant information blocked out; or printouts of the relevant transaction from card website.
- If traveler’s name does not correspond to name on card, provide explanation.
- Payments by personal check require copy of cancelled check (paper or hardcopy of electronic record).
- Cash payments require original, itemized paper or hardcopy of electronic receipts.
- If documentation is in a language other than English, please provide translation.

**Expense Report Reconciliation & Filing**
- Reconcile & Submit CUNYFirst Expense Report Instructions
- Baruch NET-Card holder works with Traveler.
- Reconcile & Submit CUNYFirst Expense Report Instructions
- Submit completed paper expense report with required signatures.

**Final Travel Expense Submission Instructions**
Within 10 business days of completed travel, submit Travel Expense Submission Cover Sheet, approved documentation and proof of payment.

**Timing of Reimbursements**
Reimbursed expenditures will be paid directly to traveler within three weeks after complete and approved documentation is received.

**Form of Reimbursements**
Baruch employees on Direct Deposit will receive an automatic deposit.
Non-employees and those without Direct Deposit will receive a paper check.
All reimbursement payments will be on paper checks.

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