How to become a "Traveler" in Baruch College's System

First Time Travelers

1. Claim your CUNYfirst account.

2. Complete and submit the CUNYfirst Travel and Expense User Access Request Form to the college's Travel & Expense Administrator (ext.6550 / Box D-511).

3. Complete and submit SFS Vendor ID Request Worksheet to Accounts Payable (Box D-509).

4. NYS Travel Cards can be issued to frequent travelers. Consult your divisional business manager for more information.

5. Familiarize yourself with the Baruch College Expenditure Policy & Guidelines and Travel & Expense Processing Summary.

6. Learn how to create a Travel Authorization and Travel Expense Report in CUNYfirst.
   - Tax Levy - Travel Authorization and Travel Expense Report
   - Non-Tax Levy - Travel Authorization and Travel Expense Report

Previous and Current Travelers

1. Reconfirm your SFS Vendor ID status.
   Changes to your role at the college can sometimes change your SFS Vendor ID status. Please contact Accounts Payable (ext.6578) to verify that your SFS Vendor ID status is current.

2. Familiarize yourself with the Baruch College Expenditure Policy & Guidelines and Travel & Expense Processing Summary.

3. Refresh your understanding of how to create a Travel Authorization and Travel Expense Report in CUNYfirst.
   - Tax Levy - Travel Authorization and Travel Expense Report
   - Non-Tax Levy - Travel Authorization and Travel Expense Report