# Non-Tax Levy Travel

<table>
<thead>
<tr>
<th>Hotel</th>
<th>September #</th>
<th>description</th>
<th>October #</th>
<th>description</th>
<th>November #</th>
<th>description</th>
<th>December #</th>
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<td>Info</td>
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<td>567</td>
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<tr>
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<td>901</td>
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<td>345</td>
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</tr>
</tbody>
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## Baruch College

### Travel & Expense Processing Summary

**Baruch College Travel Guidelines & Forms**

**How to Become a Traveler in Baruch College's System**

- **Preferred Method**
  - **Tax-Levy & IFR with a NYS Travel Card**
    - Baruch Employees with NYS Travel Card
    - Visitors & Students Paid by Holder of a Non-Employee NYS Travel (NET) Card

<table>
<thead>
<tr>
<th>Tax-Levy &amp; IFR Out-of-Pocket</th>
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<tbody>
<tr>
<td>Personal Payment Method</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Tax Levy Funded Travel</th>
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<tbody>
<tr>
<td>DFG, BCF, or Executive &amp; Global NTL</td>
</tr>
<tr>
<td>Personal Payment Method or Private Funds College Issued Credit Card</td>
</tr>
</tbody>
</table>

### Registering for a Conference

- Register using official college procurement process.

### Booking Transportation & Lodging

- Book using Concur, NYS’s online travel service.

### 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.
- Remember to use current GSA mileage rates. Can be found on GSA.gov

### 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 & Incidentsals

- 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 canceled 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

### 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.
- Reimbursement payments will be ACH or paper check

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