

TRAVEL FORM PROCEDURE

SECTION 1: TO BE COMPLETED PRIOR TO TRIP

1. Traveler completes information on Travel Authorization Request Section 1 including organization account # (see Purchasing Contact) name, destination, Banner ID, purpose, and estimated total travel expenses.
2. Traveler or immediate supervisor completes estimated source of funding column.
3. Proper signature(s) are obtained for the travel authorization approval section.
4. If mode of transportation is auto, College car must be requested. Mileage reimbursement available only if College car is unavailable. Notify supervisor of additional cost and revise estimated expenses if necessary. College car approver returns form to appropriate Purchasing Contact.
5. If budget transfer is required, budget transfer form must be completed and processes before the requisition can be encumbered. Funds for travel expense should come from the appropriate budget.
6. Travel cost center Purchasing Contact creates one requisition for each person for total approved College funds to be paid by that cost center: Please enter destination and date(s) of trip on requisition form in description field. Type requisition number on front of form Section I. Return Travel Form to traveler.
7. Approver approves requisition.
8. Traveler obtains travel advance from FSA if desired. (Use requisition number on Travel Advance Form). NOTE: FREE PARKING IS AVAILABLE AT BROOME COUNTY REGIONAL AIRPORT IF YOU PRESENT A COPY OF THE APPROVED TRAVEL AUTHORIZATION TO THE ATTENDANT.

WHEN REGISTERING IN A HOTEL PRESENT A "TAX EXEMPTION CERTIFICATE" ST-129 AVAILABLE IN CAMPUS FORMS, MY College Finance Tab and ACCOUNTS PAYABLE.

SECTION 2: TO BE COMPLETED AFTER THE TRIP

9. After trip, traveler completes travel expense sheet (Section 2) reflecting all expenses for the trip. Attach all original receipts to completed Travel Form and give to Purchasing Contact. See Travel Expense Sheet instructions for specific guidelines.
10. Purchasing Contact completes Actual column in Source of Funding section and modifies requisition to reflect actual approved college funds, dates and destination.
11. Completed travel form with all receipts attached is forwarded to Accounts Payable.
12. Accounts Payable reviews and generates check for college funds and professional development funds (iff applicable).
13. A/P sends check to traveler.

