

TRAVELER's CHECKLIST

This checklist is designed to help you prepare for your trip, stay compliant with CUNY travel policies, and ensure a smooth reimbursement process.

Before Your Trip

CUNYFirst Access: Make sure you have access to the CUNYFirst travel and expense module. If you're new, contact Travel@hunter.cuny.edu to set it up. Also, confirm that your supervisor can access the module to approve your Travel Authorization and Expense Report after your trip.

Note: You must have access to the Business Unit that will fund your trip.

T-Card Holder (Optional): T-Cards are for the cardholder's allowable travel expenses only.

[CUNY Travel Policy](#) – Familiarize yourself with the CUNY Travel Policy.

Travel Authorization (TA): Create a Travel Authorization (TA) in CUNYFirst at least 4 weeks before your trip. Ensure it clearly states the business purpose and confirms budget availability. Get approval from your supervisor and department's approver before traveling.

- Mandatory for all overnight and/or out-of-town travel.
- Created in CUNYFirst module by the employee or its designated proxy.
- Must include supporting documentation (e.g., conference invitations, estimated airfare).
- Must be future-dated, approved, and budget-checked prior to travel.

Booking Restrictions:

- Travel arrangements can be made through platforms like Expedia.com or similar services.
- **Combination Packages:** Do not purchase "airfare & hotel combination packages" unless the receipt clearly itemizes airfare and lodging costs. Non-itemized packages will not be reimbursed.
- Airfare and lodging must be booked separately.

Be aware of the funding source (Tax Levy or Non-Tax Levy) being used to fund your trip. Please check the Lodging and Meals per diem rate for your destination.

Check your conference location. If the hotel is above the [GSA Per Diem rate](#), obtain pre-approval by completing the [Lodging Overage Justification form](#). (You'll need to create a copy)

During Travel

Check the [GSA Per Diem rates](#) for your destination so you know how much you can spend on meals.

Receipts: Keep all receipts while on travel status. Take photos as you go so you have them to upload later in case you lose any receipts.

Tips.

- ✓ Retain ALL receipts for all expenses incurred.
- ✓ Put all receipts together in a folder or envelope for safekeeping.
- ✓ Keep copies or snap a photo of your receipts.
- ✓ Keep your hotel folio for your hotel stay on file.

Required Elements of a Valid Receipt: When submitting expenses for reimbursement, policy requires receipts to contain the following information:

- Name of vendor or payee
- Total amount paid (and currency paid in)
- Date and time of purchase
- Location of purchase (when applicable)
- Itemized list of what was purchased
- Any tax and/or gratuity that was paid
- Method of payment (what form of payment was used).

Note: Receipts missing any of the above-mentioned elements require proof of payment to substantiate the claim.

- Ensure traveler's name is shown on the receipt (for example, the hotel folio shows the registered guest who paid is the same person as the one being reimbursed)
- A valid receipt contains payee's name, amount, date, place, identification of what was purchased and proof of payment
- The description of what is being purchased is legible and in English or translated.

After your trip:

The expense report must be submitted within 30 days after the travel end date.

Create a CUNYFirst Expense Report: Create an Expense Report by pulling or populating it from your Approved Travel Authorization. In addition, all legible receipts, conference brochures/booklets/program, and final costs must be uploaded to the Expense Report. Reimbursements cannot be approved or processed for payment until all required receipts are attached to the expense report.

Note: When creating the Expense Report please choose the correct Expense Type category, PSC or Non-PSC. Employees who are part of the Executive Compensation Plan must choose Non-PSC expense types categories.

Important: Before you begin, please review the ***Required Elements of a Valid Receipt.***

- **Conference Registration Fees:** Provide confirmation receipt, proof of payment and conference agenda.
- **Commercial Air Travel:** Provide receipt or email confirmation including name, dates, time, destination, and proof of payment. Documents must show the ticket number.

- **Additional Airline Fee (baggage fees):** Provide original paid receipt. Only the first baggage fee is claimable.

Receipted Lodging (hotel):

- Provide original checkout bill/ hotel folio shows date, detailed charges, and the registered guest who paid is the same person as the one being reimbursed.
- Ensure the nightly rate is within the [GSA Per Diem](#).

Note: *If the per diem rate exceeds the GSA rate, attach the preapproved overage request form signed by the Department Chair/Dean of Administration and Finance (i.e., Accounts Payable).*

Per Diem Breakfast/Dinner (meals):

- Receipts are not required if using Tax Levy funds.
- Lunch is not reimbursable.
- Per diems will be reduced or removed for conferences that provide meals.
- Departing for trip one hour before regular work start time entitles breakfast. Arriving home from trip two hours after regular work end time entitles dinner.

Note: Be aware of the [GSA Per Diem](#) for your destination.

Transportation (bus, train, car): Provide original paid receipt. If a personal vehicle was used to get to the conference location, provide a Google Map printout of directions (including miles) from your home address to the conference location.

Taxi: Provide original paid receipt. Taxi is only allowed for travel between home, airport, and conference hotel. Tips are allowable for 20% or less of taxi fare. If using a cab, document to and from addresses if they don't show on receipt.

Tips for Preparing Documentation and Receipts

Obscure or remove any sensitive or confidential information, including:

- Social Security Numbers
- Credit card numbers (except the last four digits)
- Debit card numbers (except the last four digits)
- Credit or debit card security codes
- Passwords, including access codes for financial institutions
- Bank account numbers, including numbers encoded on the bottom of checks
- Home addresses
- Passport numbers
- Driver's license numbers or other state identification card numbers
- Date of birth information

Questions? Contact Travel@hunter.cuny.edu