

TRAVEL CHEAT SHEET

PLEASE USE THIS TRAVEL CHEAT SHEET TO ASSIST YOU IN FILLING OUT THE TRAVEL VOUCHER.

- Social Security Number (Payee ID) is no longer necessary-last 4 digits are acceptable
- Last Name & First Initial (may include first name; Web A/P inputting system accepts first and last name to identify the traveler-identifying information has been provided by our Human Resources department, i.e. address and negotiating unit).
- Home address, city, and zip code
- Purpose of travel
- Official Station (this is the official place of employment, i.e. Brockport, REOC, home address, Washington Program).
- Destination (Include County)-the county can be located at:
http://www.naco.org/counties/pages/naco_findacounty.apcx
- Departure Date and Time; Return Date and Time
- Negotiating Unit (Union you belong to)-No longer required with use of Web A/P because traveler has been identified with first and last name through HR department. For information purposes, CSEA-02; UUP-08; Management Confidential-13.
- Lodging: include number of days and how much per day
 - **If the traveler exceeds the lodging per diem rate, a justification letter must be attached stating why the lodging was exceeded, i.e. location of the conference.**
- Meals: Provide a breakdown of breakfast and dinner, and put the total amount in the amount column. Please see web pages for the departure, arrival times, and breakdowns of the per diem rates at: http://www.brockport.edu/pps/travel/diem_rates.html . Receipts are not needed for meals; please claim the per diem rate.
- If claiming mileage, fill out mileage on the travel voucher and attach a Statement of Automobile Travel (Mileage Form) - AC 160 and the traveler must sign the mileage form.
- Incidentals, if any
- Attach all original receipt (s) for lodging, parking, tolls, taxi, airline tickets (itinerary), and others if applicable.
- Attach documentation of conference fees-proof of payment.
- Attach a copy of program/agenda of the conference as justification of travel.
- Transportation: rental vehicles, train, airfare. Please state if CTA (Central Travel Account-Travel Leaders) was used and if so, please provide the account number used to book the flight. The account can be located on the flight itinerary.
- Traveler's signature
- Supervisor's signature
- Account number on Travel Voucher-(insert at the bottom of the travel voucher to the left of "Expenditure").

Currency conversion website: <http://www.oanda.com/currency/converter/>

Office of the State Comptroller (OSC) Travel Manual-Per diem using Method 1 & Method 2-website:
<http://www.osc.state.ny.us/agencies/travel/manual.pdf>

If you have questions, please contact Gail Tipton at extension 2338 or see the Procurement and Payment Services web pages at: <http://www.brockport.edu/pps/travel/>. Thank you

Revised 09/17/10