

# Travel Cheat Sheet

Please use this travel cheat sheet to assist you in filling out the travel that applies to your trip.

- Social Security number (Payee ID)
- Last Name & First Initial
- Home address, city, & zip code
- Purpose of travel
- Official station
- Destination (Include County)
  - The county can be located at [http://www.naco.org/Template.cfm?Section=Data\\_and\\_Demographics&Template=/cffiles/counties/city\\_srch.cfm](http://www.naco.org/Template.cfm?Section=Data_and_Demographics&Template=/cffiles/counties/city_srch.cfm)
- Departure Date and Time; Return Date and Time
- Negotiating Unit (Union you belong too)
  - CSEA – 02; UUP – 08; and Management Confidential - 13
- Lodging: include number of days and how much per day
  - If the traveler goes over the lodging per diem rate, a justification letter must be attached stating why the traveler did not use a hotel that offers the per diem (e.g. location of the conference, going rate at that time).
- 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 [http://www.brockport.edu/pps/travel/diem\\_rates.html](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 Auto Travel (Mileage Form) – AC160 and the traveler must sign the Statement of Automobile Travel.
- Incidentals, if any.
- Attach all original receipt(s) for lodging, parking, tolls, taxi, airline ticket & others.
- Attach documentation of conference fees – Proof of payment.
- Attach a Copy of Program/Agenda of the conference showing the opening and closing times.
- Transportation: rental vehicles, train, airfare. Please state if CTA was used and if so, provide the account number used.
- Traveler's signature
- Supervisor's signature
- Account Number on Travel Voucher – (located at the bottom of travel voucher under the cost center code box)

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.