

CUNYfirst Business Procedure - Travel and Expense Reimbursements

As part of the CUNYfirst implementation for Senior colleges, CUNY is introducing a process for expense reimbursements that will allow staff at the colleges and Central Office to leverage, to the maximum extent possible, the available capabilities of PeopleSoft.

All travel expenses for State employees must adhere to the requirements of New York State as documented in the OSC travel manual, attached.



OSC Travel
Manual.pdf

Travel Expense Processing – Pre-Travel Authorization

- CUNY employees are required to submit advance travel requests using an authorization and travel reimbursement form. This form will include the purpose of the travel, estimated travel costs, appropriate chartfields, and supervisor approval. All anticipated travel card and out of pocket expenses must be included on the travel authorization and reimbursement form and submitted for approval prior to travel.
 - Documentation in support of the planned travel should be scanned and attached to the approved travel authorization portion of the form and sent via email to Accounts Payable (AP).
 - AP will create a voucher based on the approved authorization form. This voucher will be budget checked and placed on hold to reserve sufficient funds for the travel and will be saved until the travel occurs and a final reimbursement is processed.
 - It is important that employees of State business units designate on the form if they are employees of the State, Research Foundation or another campus entity.

Travel Expense Processing – Travel Reimbursement

- Staff members will complete and submit the travel reimbursement form within 15 business days of travel completion.
- The travel reimbursement portion of the form must be updated by the traveler to reflect the actual expenses incurred. Required travel receipts must be scanned and attached to the travel reimbursement form.
- The travel reimbursement form must be sent to the employee's supervisor for approval. Once approved the supervisor will forward the form to AP for payment.
- AP staff will update the voucher created during the travel authorization process, attach the receipts from the travel reimbursement form to the voucher, and process the voucher for payment using the *CUNYfirst* voucher approval process.
- For travel that does not require advance approval, the employee should submit the travel reimbursement form once travel has occurred, along with the required receipts, and supervisor approval. It will be sent to AP for payment using the *CUNYfirst* voucher approval process.
- State employees must have a *CUNYfirst* vendor number to enable the voucher to be processed for payment. Employees must independently apply to the CUNY Vendor Management Unit to be assigned a vendor ID in *CUNYfirst*. . All expense documentation

must include the employee's CUNYfirst EMPL ID and an identification to determine if they are PayServ (State payroll) or non-PayServ employees.

Non-Travel Expense Reimbursements

- Non-travel reimbursements will require the completion and submission of an Expense Reimbursement form to Accounts Payable.
- The item(s) being reimbursed, the reason for the expense, chartfields, all receipts and supervisory approvals are required.
- It is important that employees of State business units designate on the form if they are employees of the State, Research Foundation or another campus entity