

# SUNY Cortland Undergraduate Research Council

## **Guidelines and Policies Regarding Travel Reimbursements for Research and Travel Grants**

SUNY Cortland's Undergraduate Research it pleased to offer assistance for eligible undergraduate students who are presenting the results of the research at a professional conference.

It is very important that you complete the budget page of your application completely and accurately. **Failure to accurately and fully complete the budget page may result in automatic disqualification of your Travel Grant Application without further review or a significant reduction in the amount awarded.**

Should you have any questions on how to complete the budget portion of the Travel grant application, you should seek advise of your faculty mentor, an Undergraduate Research Council Member (listed on the front page of the application), the Council Chair (Dr. Christopher McRoberts at 753-2925), or the Council's Administrative Assistant (Ms. Haley Zurell at 753-2815).

### **Required Forms for Travel Reimbursement**

1. Travel Authorization Request Form (to be printed on Yellow paper only)
2. Travel Payment Request Form
3. Statement of Automobile Travel (if traveler is requesting reimbursement for use of personal automobile).
4. W-9 Tax form

### **Reimbursement for Transportation**

If you are traveling by air, you must fly coach or tourist class. The actual cost of airline tickets is reimbursable. The passenger receipt coupon of the airline ticket is required for reimbursement. The actual cost of taxicabs, bus or subway trips to and from the airport to your destination are reimbursable with original receipts.

If you are traveling by personal auto, you will need to complete a Reimbursement for personal travel is done only by a per mileage rate. There are no reimbursements for fuel receipts. Additional expenses (tolls, parking, etc...) may be reimbursed with the submission of original receipts. This per mileage rate varies from time to time

depending on fuel costs. As of December 2010, the current rate is \$0.50/mile. The current rate should be checked and can be found at this website:

<http://www.osc.state.ny.us/agencies/travel/mileage.htm>

### **Reimbursement for Lodging and Meals (Per Diem Rates)**

You can be reimbursed for your lodging expenses up to the maximum lodging rate allowed. You will need original receipts for lodging reimbursement. You can be reimbursed for your meals at the official per diem rate for full days spent at your destination and a reduced rate for meals on your travel days. Original receipts are not necessary for meals reimbursement.

Per Diem rates are determined by the Federal Government and are specific to city/region and differ greatly depending on where one travels to and the time of year. To be reimbursed for meals and lodging, you need to complete the appropriate lines of the budget form with the actual rate of lodging (up to the maximum amount) and the correct rates for meals.

Current official rates can be found at the following website:

<http://www.gsa.gov/portal/category/21287>

On this site, you can search for the correct rate by city and state (or zip code). If your destination city (or metropolitan area) is not listed, you are required to use the standard rate (located at the top of the list for that state)

Please note, the above rates are only correct on full days spent at your destination. Travel days (the first day and last day of travel) are prorated. For these travel days, no reimbursement can be claimed for lunch and the traveler may be reimbursed for breakfasts prorated at \$5.00 and dinners prorated at \$12.00.

On the day of departure, the traveler is eligible for: breakfast if departure occurs before 7:00 am. and dinner if departure occurs before 6:00 pm.

On the day of return, the traveler is eligible for: breakfast, if return occurs after 8:00 am. and dinner, if return occurs after 7:00 pm.

### **Reimbursement for Meeting Registration Costs**

Reimbursement for meeting registration and associated fees (e.g., abstract submission fee) can be reimbursed only with original receipts. Society or association memberships fees cannot be reimbursed. Luncheons, banquets and other functions associated with the conference cannot be reimbursed.