



# ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF  
LIBERAL ARTS AND SCIENCES

## Student Travel Reimbursement

Eligible students in St. John's College of Liberal Arts and Sciences may receive up to \$500 reimbursement for travel expenses incurred while presenting at an approved conference or seminar. You may only receive reimbursement for one trip per academic year (September 1 through August 31), and you must submit all receipts, along with proof of presentation, within 30 days of travel. The pre-approval process will take a minimum of two weeks prior to travel, so please plan accordingly.

To qualify for reimbursement, you must use the current year's Travel Request & Expense Reimbursement Form (T&E), as well as adhere to the policies and procedures outlined below. If you do not follow procedure, your reimbursement will be delayed.

### Travel Reimbursement Procedure

#### Prior to Travel:

- Submit valid evidence that you will be presenting at a conference or seminar. This includes a conference program that includes your name and/or a letter confirming your acceptance to present.
- Receive pre-approval from your department chair prior to travel.
  - You must complete Section A of the T&E form and include: name, XID, address, department, phone number, destination, travel dates, and estimated expenses.
  - Leave the "Pre-Paid Expense" section blank.
  - Sign and date next to "Traveler's Signature."
  - Submit the form with proof of presentation to your department chair for his/her signature.
- Send the signed pre-approval form, along with proof of presentation, to Associate Dean Laura Schramm, Ph.D., in SJH 145 prior to travel. Once she has approved your form, Dr. Schramm will return it to the to the department.

#### After Receiving Approval:

- Keep all original receipts, even if the individual amount is below \$25 or the total amount is over \$500.
- Itemize all meal receipts. Non-itemized meal receipts will not be accepted.
- Keep all receipts (E.g. bus, flight, and hotel) in your name as much as possible. Shared hotel invoices should be split at time of check-out.
- Submit a Google or MapQuest map if traveling by car. University policy does not allow for gas reimbursement because it is included in the mileage calculation.

#### After Travel is Complete:

- Complete Section B of the T&E form.
- Itemize your daily expenses. Please note that the receipts must match totals on the form.
- Attach all receipts to Section C.
- Sign the second page of the form and ask your department chair to sign as well.
- Keep a copy of everything for your records.
- Submit your completed forms for processing to Martha D. Castellanos in SJH 135. She will determine that you have included all appropriate signatures, receipts, and proof of presentation before forwarding your forms to Business Affairs for processing.



## Travel Request and Expense Reimbursement Form 2017

Please mark appropriate box:     Faculty     Administrator/ Staff     Student     Other

Name: \_\_\_\_\_ Title: \_\_\_\_\_

X# or SS No.: \_\_\_\_\_ Department Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mailing Address:

Budget No. (Fund-Org-Account)	Estimated Amount	Actual Amount
	\$	\$
	\$	\$
	\$	\$
	Total	

### SECTION A      REQUEST TO TRAVEL AND EXPEND UNIVERSITY FUNDS

<b>Destination and Purpose of Trip:</b>	
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Date trip to begin (mm/dd/yy): \_\_\_\_\_

Date trip to end (mm/dd/yy): \_\_\_\_\_

**Estimated Expenses**

Conference/Fees	\$	
Lodging	\$	
Meals	\$	
Transportation	\$	
Miscellaneous	\$	
Total		
Less Prepaid Expenses		
Less Austin Travel Direct Bill		
Total Estimated Out of Pocket Expense		

**Pre-Paid Expense**

Details and Special Instructions	Amount
	\$
	\$
	\$
	\$
	\$
Total	

I have reviewed and agreed to comply with the University's Travel Expense Reimbursement Policies and Procedures.

Traveler's Signature \_\_\_\_\_ Date \_\_\_\_\_

I authorize the above listed employee to travel and expend University funds using the above listed budget numbers.

Budget Administrator, Dean  
or Vice President Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR A/P USE ONLY	FOR A/P USE ONLY	FOR A/P USE ONLY
Banner Doc No.	Banner Doc No.	Banner Doc No.
A/P Review	A/P Review	A/P Review
Date	Date	Date

**SECTION B**

**REQUEST FOR REIMBURSEMENT – TRAVEL AND EXPENDITURE DETAIL**

In the table below, please itemize each expense. All expenses must be in U.S. dollars. For business meals and entertainment, please describe the business purposes and list the attendees in the ADDITIONAL REMARKS lines below.

**Daily Expense Details**

TRANSPORTATION											
Date mm/dd/yy	Conferences/ Fees	No. of Auto Miles at \$0.535	Personal Auto Reimbursement	Air/Rail	Auto Rental	Tolls and Parking	Taxi and Other Transportation	Lodging	Meals (Daily Total)	Tips and Gratuities	DAILY TOTALS
<b>DAILY TOTALS</b>											

**Miscellaneous Expense Detail**

Date	Description	Amount
		\$
		\$
		\$
		\$
<b>Total:</b>		

Daily + Misc. Expense Subtotal	
Less Prepaid Expenses	
Less Austin Travel Direct Bill	
<b>TOTAL EXPENSES*</b>	

\* If amount is negative please attach a check for total amount payable to St. John's University.

<b>Additional Remarks:</b>	
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I certify that this attached request for reimbursement is valid and complete and complies with University policies and that I am not being reimbursed from any other source.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

I authorize payment to the above noted employee and certify that University funds are available to reimburse the employee.

Budget Administrator, Dean or Vice President Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION C**

**ORIGINAL RECEIPTS**

Please **STAPLE** original receipts to this area.

## SECTION D

## FORM PREPARATION AND REIMBURSEMENT

**Travel Service Provider Options** – Employees traveling on University related business may use any travel service provider of their choice, book directly with the airlines, obtain tickets via the Internet or utilize the services of Austin Travel – (516) 465-1020 (tel).

**Original Receipts** – All individual expenses of \$25 or more must be evidenced by ORIGINAL RECEIPTS and be attached to Section C of this form.

**Submittal Deadline** – Employees are responsible for submitting their completed and approved Travel Request and Expense Reimbursement Form within thirty (30) days of the completion of the trip or business expense. Forms are to be submitted to the Accounts Payable Department, located in Newman Hall, Room 204 on the Queens campus.

**Airline Tickets** – Employees are expected to utilize the lowest applicable fares. Every effort should be made to book flights in advance to take advantage of advance purchase discounts and lower fares. Employees should be flexible in their plans in order to obtain lower fares. Alternative airports or flight departures should be utilized as long as University business objectives are not compromised. When making reservations, the air carrier or agent should be advised of any special discounts (e.g., convention, seminar, association or professional rates) that may apply.

**Automobile Rentals** – Automobile rentals should be limited to situations where other means of transportation are not practical, economical or available and in emergencies. Employees should decline the Loss Damage Waiver (LDW) and Global Liability insurance as these insurances are carried by the University.

**Personal Automobiles** – Reimbursement for the use of employee-owned automobiles by employees traveling on University business is currently 53.5 cents (\$0.535) per mile driven plus tolls and parking charges. (Rates will be periodically adjusted to conform with IRS Guidelines) This rate is intended to reimburse employees for all costs including, insurance, gas, oil, wear and tear, repairs as well as damage caused through accidents. Mileage between campuses will be reimbursed according to the mileage listed in the chart below.

### MILEAGE BETWEEN CAMPUSES

From/To	Queens	Staten Island	Manhattan	Oakdale
Queens		25 miles one way 50 miles round trip	15 miles one way 30 miles round trip	45 miles one way 90 miles round trip
Staten Island	25 miles one way 50 miles round trip		15 miles one way 30 miles round trip	65 miles one way 130 miles round trip
Manhattan	15 miles one way 30 miles round trip	15 miles one way 30 miles round trip		55 miles one way 110 miles round trip
Oakdale	45 miles one way 90 miles round trip	65 miles one way 130 miles round trip	55 miles one way 110 miles round trip	

**IRS (Business Purpose)** – IRS regulations require a disclosure of the business scope and purpose for meals and entertainment, as well as a list of attendees.

**Lodging** – When making hotel/motel reservations, corporate or discount rates for educators should be requested. Employees should use standard single room accommodations in first class (but not luxury) hotels or motels. Exceptions are made only when the employee is attending a conference, convention, meeting or seminar that is being held in a luxury hotel.

**Meals** – The University will reimburse employees for out of town business meal expense that are actually incurred provided such expenses are reasonable and supported by original receipts.

**For additional information about payment and reimbursement procedures, please refer to the University Business Expense Policies and Procedures Manual or contact Accounts Payable at ext. 1963.**