

Quick Reference Travel Guide

Please use this quick reference guide to assist you in filling out the travel that applies to your trip.

- Last Name & First Initial
- Home address, city, state, & zip code
- Purpose of travel
- Official station
 - The official station should be the employee's usual work location(i.e. The College at Brockport, home address)
- Destination (**MUST** Include County)
 - The county can be located at : <https://explorer.naco.org/?find=true>
- Departure Date and Time; Return Date and Time
- Lodging: Please see web pages for the lodging per diem rates at:
<https://www.gsa.gov/travel/plan-book/per-diem-rates>
Provide the 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: Please see web pages for the breakdowns of the per diem rates at: <https://www2.brockport.edu/support/procurement-payment/diem-rates/>
 - *Provide a breakdown of breakfast and dinner, and put the total amount in the amount column.
 - *Receipts are needed for meals if the traveler is not claiming the per diem rate
- If claiming mileage, a Statement of Auto Travel (Mileage Form) – AC160 is required. Please sign and attach to travel voucher. If you do not sign the statement, it will be returned to you.
- Attach all original receipt(s) (lodging, airline tickets, etc.)
- Incidentals (e.g. parking, tolls, taxi, baggage fees)
- Attach documentation of conference fees – Proof of payment by traveler.
- Attach a Copy of Program/Agenda of the conference showing the opening and closing times.
- List form of transportation: vehicle rentals, train, and airfare. Provide proof of payment by the traveler. Please state if pre-payment of airfare was claimed on another travel voucher.
- Traveler's signature
- Supervisor's signature
- Traveler requesting reimbursement must obtain the authorized signature of the account number if different than supervisor
- Account Number on Travel Voucher – (provide under cost center code)

If you have questions, please contact Megan Radder at x2768 or see the Procurement and Payment Services web pages at <https://www2.brockport.edu/support/procurement-payment/travel/>

