

Student Travel Reimbursement Checklist

All receipts must show that the expense was paid and be itemized. Credit card receipts that only show the amount charged are not acceptable. No taxes will be reimbursed for any expenses in New York State except meal receipts.

Registration Receipt (must show registration paid)

Airfare/Train or other transportation receipt (upgrades, preferred boarding, etc. not allowable)

Automobile Travel Statement (Mileage to and from conference/seminar/meeting and to and from hotel only - travel to restaurants or other areas/sites are not reimbursable. Mileage from your current place of residence or campus to and from the hotel/conference venue, depending on which is the shortest distance, will be reimbursed. Travel to a carpool area or to meet with conference attendees that exceeds 30 miles needs approval from the Scholarship, Research & Sponsored Programs Office to be reimbursed at IRS mileage rate in effect at the time of travel. Must note all vehicle occupants.

Gas Receipts (can only be paid gas or milage, not both. If you claim mileage than anyone riding with you will not be reimbursed for gas receipts.) Must note all vehicle occupants.

You can only claim milage or be reimbursed for gas expenses, not both.

Ground Transportation (to and from motel from airport or train station only.
Ground Transportation including taxi, Uber, Lyft, etc. to and from restaurants or other areas are not reimbursable)

Parking Receipts (at airport/train station and/or at hotel)

Meal Receipts – **must be detailed receipt not just a credit card receipt.** (Receipts required. Lunch is not eligible for reimbursement (between 11:00 am and 4:00 pm). Amounts may not exceed allowable New York State meal rates. Per diem is not available. Alcoholic beverages are not reimbursable and must not show on your receipts)

Lodging Receipts (Remember to use the tax-exempt form for lodging as New York State tax will not be reimbursed)

Any post printing or other presentation expenses need to be tax-exempt and include a detailed receipt. A credit card receipt that does not include the itemized receipt is not reimbursable.

Post-Grant Summary Completed

Check Disbursement Form Completed and signed

Include checklist with your reimbursement request and indicate:

Date and Time (ie: 1/1/23 at 6 am) Departed: _____

Date and Time (ie: 1/5/23 at 8 pm) Returned: _____

Please familiarize yourself with the **Student Travel Reimbursement Guidelines** for additional guidelines and/or restrictions at: [Travel Reimbursement Guidelines: SUNY Brockport](#)

For questions, please contact studenttravel@brockport.edu