Local Travel Expense Policy

Local travel expenses can be reimbursed for certain extra-CUNY activities that are required in the performance of one’s professional duties.

For local travel not considered part of the regular performance of one’s professional duties (e.g. attendance at a local conference) local travel reimbursement requests must be submitted in writing by filing out a Local Travel Expense Estimate/Request Form (attached) at least two weeks before the activity in question and must be approved by the Associate Dean of Administration and Finance. Please include the following:

- Any backup material that may be helpful in explaining the expense.
- Estimate of the number of miles (if driving you own vehicle), the carfare, or the cost of public transportation to and from the activity.
- If there are additional costs beside travel (e.g. conference registration) a Travel Funding Request Form must be submitted at least 30 days in advance of the event. Please read the CUNY Travel Policy for additional information.
  https://media.sps.cuny.edu/filestore/3/6/5/0_2a5b43191ce23f8/3650_93a438b34c08dbc.pdf
- Requests will be evaluated by the Associate Dean for Administration and Finance and answered via email. Requests not received in writing and not addressing the points above will not be considered.

For local travel that is part of the regular performance of one’s professional duties (e.g. clinical supervision/evaluation or certain Office of Professional Education and Workplace Learning functions) the manager of the unit/academic director must provide the name and title of faculty or staff who will be traveling locally at the start of each semester to the Associate Dean of Administration and Finance. At the beginning of each semester, the manager of the unit/academic director should include the following information:

- Any backup material that may be helpful in explaining the expense (e.g. clinical course description detailing the off-campus evaluation requirement).
- Estimated costs for the activity in question.
- Requests will be evaluated by the Associate Dean for Administration and Finance and answered via email to the manager for the unit/academic director. Requests not received in writing and not addressing the points above will not be considered.

In order to receive reimbursement for all local travel, the following must be submitted to the Business Office:
• Original and itemized receipts (for carfare, tolls, parking, train tickets, MetroCard, etc.) as well as a Local Travel Expense Estimate/Request Form (see attached) reflecting actual expenses, must be submitted to the Business Office within 72 hours of your return. Faculty and staff traveling on more frequent basis can submit requests for reimbursement on a monthly or semester basis.
• Maps indicating the mileage driving between locations.
• Calendar or syllabus indicating where you are going.

Please note the following:

• When possible, we encourage the use of public transportation as this is the most economical method of transportation. When using a MetroCard, we recommend that on the day of the trip you purchase a new card or replenish your existing card with the value of the trip and submit the receipt for reimbursement.
• There is no reimbursement for local travel from home to work. When travel is from an employee’s home to an alternate work location, or from an alternate work location to home, at a minimum, transportation expenses will be reimbursed using the lesser of 1) mileage between the employee’s home and alternate work location or 2) mileage between the employee’s official work station and the alternate work location, multiplied by the IRS mileage reimbursement rate of $0.58 per mile. This reimbursement method is called the “lesser of mileage rule.”
• When travel is between an employee’s official station and an alternate work location, or between two or more alternate work locations, transportation expenses will be reimbursed by payment for the actual mileage between such locations, multiplied by the IRS mileage reimbursement rate. If you are traveling to multiple locations you will be reimbursed the full mileage for the second alternate work location.
• A travel log is required when traveling to multiple work locations using your personal car. This log should include starting and ending location with mileage between these two points on any given day.
• Please see the State of New York Office of the State Comptroller Travel Manual for additional information https://www.osc.state.ny.us/agencies/travel/manual.pdf
LOCAL TRAVEL EXPENSE ESTIMATE/REQUEST FORM

NAME_____________________________________________  TITLE_______________________________________ DATE___________________________

The expenditures below are accurate and were necessary in the performance of my duties. The total expenditure is due to me. Original receipts are attached.

SIGNATURE_______________________________________________________________  SUPERVISOR’S SIGNATURE____________________________________________________

<table>
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<tr>
<th>Date</th>
<th>Purpose of Travel</th>
<th>Starting Location</th>
<th>Ending Location</th>
<th>Total miles driven</th>
<th>Mileage @ $0.58 per mile</th>
<th>Carfare</th>
<th>Tolls/Parking</th>
<th>Public Transportation</th>
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TOTALS →

TOTAL EXPENDITURE →

ADMINISTRATION & FINANCE USE ONLY

Approved:  Associate Dean of Administration & Finance  Date:
Signature:  
Cost Center:  