

Travel Voucher Instructions

(State, Research Foundation and Stony Brook Foundation Employee/Student reimbursements only)

Complete the following fields:

1. Department Information:

- **RF Funds** enter Dept and Org Name
- **State and SBF funds** enter Dept Name
- **Enter** Zip plus 4
- **Enter** a contact name / phone # should questions arise regarding the reimbursement

2. Traveler Information:

- **Check (1) box to indicate relationship to program**
- **Enter** Payee name/ Payee ID
- **Enter** Address/City/State/Zip
- **Enter** Official Station
- **Enter** Destination/ Purpose of Travel
- **Enter** Date & Time of Departure/Return

3. Transportation Expenses:

- **Enter** each type of transportation expense incurred and the associated cost, attach original receipts
- **For State and RF funds** indicate if airline/train tickets were purchased at no cost to the traveler by checking the BTA box
- **For State and SBF funds** must attach AC-160 when claiming Personal Car Mileage

4. Lodging Expenses:

- **For State and RF funds** enter # of days and daily single rate, attach original itemized hotel bill and justification if room rate exceeds allowable per diem rate (**method 2**)
- **For State and RF funds** if claiming **method 1** enter # of days at the per diem rate (per diem rate includes lodging and meals)
- **For SBF funds** enter total amount of receipted lodging expenses and attach original itemized hotel bill

5. Meal Expenses:

- **For State and RF Funds** enter # of breakfasts and dinners at allowable per diem rate
- **For SBF funds** enter total amount of receipted meal expenses and attach original itemized receipts

6. Other Expenses:

- **Enter** Registration/conference fees and all other allowable miscellaneous travel expenses

7. RF Advance:

- **Enter** PO # and amount of advance received (attach copy of PO to Travel form) the total expenses less the Advance will determine the balance due Traveler or Research Foundation (attach check payable to Research Foundation)

8. Payee certification:

- Requires original signatures of traveler, supervisor and authorized signatory on designated account.

9. Funding Source:

- Check appropriate funding box
- **For State and SBF funds** enter Account Number
- **For RF funds** enter Project Task Award

Object/Expenditure Code and Amount fields for internal use only

Please review entries before printing the form, once printed subsequent on-line changes can not be made as the system will not save any filled-in information. Additional changes must be manually written on the printed document. When printed the system will automatically number the form, please use a separately numbered form for each Travel Voucher, this procedure must be followed for processing and tracking. This will help in locating the paperwork if questions arise, benefiting both the Procurement Office and the campus department.