

**Eugenio Maria De Hostos Community College**  
**TRAVEL EXPENSE VOUCHER**  
(See regulations on page 2)

Name \_\_\_\_\_ S.S.# \_\_\_\_\_ Title \_\_\_\_\_ Dept. \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

**Arrivals/Departures**

**Destination:**

Leaving from (City, State) \_\_\_\_\_ on (Date) \_\_\_\_\_ at (Time) \_\_\_\_\_

Arriving at (City, State) \_\_\_\_\_ on (Date) \_\_\_\_\_ at (Time) \_\_\_\_\_

**Return Trip:**

Leaving from (City, State) \_\_\_\_\_ on (Date) \_\_\_\_\_ at (Time) \_\_\_\_\_

Arriving at (City, State) \_\_\_\_\_ on (Date) \_\_\_\_\_ at (Time) \_\_\_\_\_

**Personal Automobile Travel:**

Odometer reading at **CLOSE** of trip \_\_\_\_\_

Odometer reading at **START** of trip \_\_\_\_\_

Total miles traveled \_\_\_\_\_ @ .485 per mile \$ \_\_\_\_\_

**Itemized Expenses**

**Tax Identification No.**

Lodging _____ days @ \$ _____ /day	_____	\$ _____
Meals _____ days @ \$ _____ /day	_____	\$ _____
Registration/Seminar Fees	_____	\$ _____
Airfare	_____	\$ _____
Bus/Transfer coach	_____	\$ _____
Taxis	_____	\$ _____
Rental Car	_____	\$ _____
Toll Charges	_____	\$ _____
Miscellaneous Expenses	_____	\$ _____

**Total Itemized Expenses** \$ \_\_\_\_\_

**Less Amount Advanced** \$ \_\_\_\_\_

**Balance Due Traveler** \$ \_\_\_\_\_

**Certification**

I hereby certify that the expenditures listed above is a true and accurate statement of disbursements made by me and that these are necessary in the performance of my duties; that no part thereof has been paid except as stated herein and that the balance herein stated is actually due and owing to me.

\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Date Submitted

**Voucher Approved By:** \_\_\_\_\_ **Date** \_\_\_\_\_

Dean/Chairperson

(Expense Voucher must be submitted within two weeks of date of travel occurrences)

**HOSTOS COMMUNITY COLLEGE  
OF THE  
CITY UNIVERSITY OF NEW YORK  
TRAVEL REGULATIONS**

Instructions and Schedule of Rates: Directive No. 6. City of New York, Comptrollers office  
Amended October 2002

**TRAVEL – ALLOWABLE REIMBURSEMENTS**

**1) Automobile Allowable Expenses**

- a) The reimbursement rate for travel by personal automobile is \$.28 per mile (a minimum of thirty (30) miles must be traveled each day to qualify). Expense reports must show starting and ending odometer readings and indicate “to and from” destinations.
- b) Toll and parking charges, except for airport parking in excess of seven (7) days, will be reimbursed **only upon presentation receipts.**
- c) Repairs are not reimbursable.
- d) Car rentals are reimbursable only in special instances, with prior approval of the Divisional Dean. Gasoline, tolls and insurance costs are reimbursable.

**2) Meals and Lodging Allowable Expenses**

The maximum rate for meals and lodging for attendance at conventions and seminars is based on the Federal Rates Schedule, which vary for destinations throughout the U.S. Employees lodging within New York are exempt from lodging taxes and must present an exemption certificate for tax to the lodging establishment.

**3) Special Provisions For Meetings, Conventions and Seminars**

- a) Written authorizations to attend (a signed Travel Request Form) must be received from the Department Chairperson/Dean.
- b) Expenditures for registration fees will only be reimbursed upon presentation of original receipt or original copy of canceled check. Literature indication registration fee must be attached for reimbursement.
- c) It is necessary to attach the conference, convention or seminar literature/agenda. If the conference, convention or seminar fee includes the cost of meals and/or lodging the reimbursable rate is decreased accordingly.