

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 _____ @ .28 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.

TRAVEL – ALLOWABLE REIMBURSEMENTS

1) Automobile Allowable Expenses

- a) The reimbursement rate for travel by personal automobile is \$.55 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 of 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.