

How to Submit Travel Advance Requests

Travel Advance
Request

E- Payment

In the RF CUNY Website, Sing in

1.Go to forms

2. Click OTPS/Purchasing

3.Under accounts Payable find Travel Advance form (for e-payment)

4. Complete form and obtain necessary approval signature

5. Attach Copies of:

Original receipts for expenses, including airline, toll charges, car rental, meeting registration.

Copies of the conference brochure, seminar agenda, hotel bill, or other evidence of duration of the trip.

Copy of the Travel Advance request if payment was obtained.

6. Send complete form , with attachments to the RF OTPS Team

A check for the net amount due to the traveler will be issued after receipt of properly completed Travel Expense Voucher and Request for Payment and all required supporting documentation .

7. Keep a copy of entire submission for your records

8. For additional information refer to the instructions on the back of the from.

How to Submit Travel Expense and Request for Payment

**Travel Expense
and Request for
Payment**

E- Payment

In the RF CUNY Website, Sing in

1. Go to forms
2. Click OTPS/Purchasing
3. Under accounts Payable find Travel Expense form (for e-payment)
4. Complete form and obtain necessary approval signature
5. Attach Copies of:

Original receipts for expenses, including airline, toll charges, car rental, meeting registration.

Copies of the conference brochure, seminar agenda, hotel bill, or other evidence of duration of trip.

Copy of the Travel Advance request if payment was obtained.

6. Send complete form , with attachments to the RF OTPS Team

A check for the net amount due to the traveler will be issued after receipt of properly completed Travel Expense Voucher and Request for Payment and all required supporting documentation .

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How to Submit for purchases less than \$5000 OR more than \$5000

