Process B: For Faculty Requesting Travel Funds After Receipt of OAA Supplemental Travel Fund Award Decisions

Step 1
Faculty should speak with their department chairperson as soon as possible and request department funds. If funds are assigned, the department chairperson will inform faculty of the amount allocated.

Step 2
An OAA Travel Request Form should be completed, signed by the chairperson and submitted to OAA. On the form, faculty should indicate how much is being requested from the OAA Supplemental Travel Fund.

Step 3
Faculty must create a CUNYfirst Travel Authorization Request for the combined amount allocated from the department funds and the OAA Fund. The authorization request must be created at least two weeks before the activity.

Step 4
Immediately after the activity, faculty must create a CUNYfirst Travel Expense Report to initiate reimbursement. The report should be created no later than two weeks after the activity and must include:
- Itemized receipts
- Conference literature (i.e. program and/or agenda).
- Travel authorization

(At the start of your report you will be offered the option of linking a travel authorization. Simply select the relevant authorization.)

It is important to note that reimbursement is not provided for food purchased during hours when meals are served as part of a conference program.

Step 5
After the Travel Expense Report has received all needed approvals, faculty will receive an email from the Bursar’s Office when the reimbursement check is available.