

Travel Reimbursement Checklist

State, Research Foundation and Stony Brook Foundation

Name _____ Stony Brook ID# _____

Current home address: _____

Telephone number: _____

Place of travel: _____

Conference: _____

Dates / times of travel: _____

Itemized expenses (in US dollars) must be included.

(Note: if not in US currency, expenses must be converted based on the date of transaction)

_____ **Cover Letter - REQUIRED FOR ALL CLAIMS** - stating purpose of travel, dates of travel, time you left your home and time you returned home, location of conference, your itemized expenses and signature.

_____ **Hotel Receipt.** If more than the federal per diem rate for that city, please include proof that it was the conference hotel or other justification. Per diem rates are on the SBU website – stonybrook.edu/procurement/employee/travel/domestic/perdiems

NOTE:

If hotel has been booked through a third party such as Expedia, traveler must provide a receipt that shows the hotel booking information. (days/times/credit card info)

If the hotel bill indicates that there was more than one person in the room, traveler must provide an explanation/proof of the rate charged, i.e., the rate charged was the same for 2 as for 1. Room **MUST** be booked in traveler's name.

If lodged with family or friends (no hotel receipt), traveler will only be allowed the amount of receipted meals (no meal per-diem) or \$50 per day. Meal receipts need to show the details of what was ordered. Credit card receipts are not acceptable.

_____ **Airfare/Car Rental Receipt** - rental agreement and/or paid receipt displaying last 4-digits of credit card number. "Your credit card was charged." (A confirmation of your reservation or itinerary won't work.)

NOTE:

If airfare/car rental has been booked through a third party such as Expedia, traveler must provide a receipt that shows the airline/car rental booking information. (days/times/credit card info). **MUST** be booked in traveler's name

_____ **Letter of Justification:** for additional expenses related to airline travel such as excess baggage fees and airline change fees - MUST be signed by Chair

_____ **Mileage** (if you drove your own car)– \$.545/mile. Complete and attach [AC160](#) form. Include “Mapquest” or similar confirmation of miles driven. *NOTE:* No insurance can will be paid, car/travel/etc.

_____ **Letter of Justification:** if you drove instead of flying when the trip was of considerable distance MUST be signed by the Chair

_____ **Other Original receipts:** for taxi, train, meals, etc.

NOTE: (Stony Brook Foundation funding requires **original** meal receipts showing what was ordered. Credit card receipts won’t work.)

_____ **Conference Registration Fee Receipt** - including the registration form and one of the following: canceled check, copy of charge statement, or confirmation from the conference event indicating the dollar amount paid.

_____ **Conference Program Cover**

_____ **Conference Program Page** reflecting your name/participation

Claim must be received by Procurement within 30 days of travel. (If you have been approved for funds for an event that has already passed, the GPD can write a letter of justification for delay in claim).

Charges for purchases of books, memberships, and photocopying are not included in travel claims.