

**Submittal of original Research Foundation Travel Reimbursement Vouchers  
Exception Effective: March 23, 2020**

During this time of complex challenges due to the COVID-19 pandemic, the Offices of Grants Management and Procurement have agreed to the following process for the submittal of RF Sponsored Award Travel Reimbursement vouchers until further notice.

This applies to RF Travel Reimbursements vouchers for travel dates prior to March 12, 2020. (All Travel effective March 13,2020 requires a Travel Pre-Approval form)

1. Traveler will prepare RF Travel Reimbursement voucher, sign it and attach original receipts.
2. Traveler will then scan the Voucher and all supporting documents and send them to their supervisor via email. If unable to scan, traveler may take pictures of Voucher and all supporting documents and upload them to an email to send to supervisor. This must include the Travel Pre-Approval form.
3. Supervisor will review voucher with all supporting documents, and will attest to the following statement and provide their approval via email.

***I, the claimant's supervisor, certify that this account has been examined and, to the best of my knowledge and belief, the amounts claimed therein were necessary for the performance of the claimant's research activity.***

4. If the supervisor is not the Principal Investigator, the voucher along with all supporting documentation is forwarded to the Principal Investigator via email. The PI will attest to the following statement and provide their approval via email.

***I certify that this claim is correct and just, and payment is approved using designated account.***

5. The initiating campus department will forward the email thread with all appropriate approvals, including voucher and supporting documentation to the Office of Grants Management [ogm\\_ovpr@stonybrook.edu](mailto:ogm_ovpr@stonybrook.edu), who will verify against sponsored award terms and conditions.
6. If approved against sponsored award, OGM will forward to Travel Office for processing.

Upon returning to normal office operations the campus department is responsible for submitting the original travel voucher along with all original supporting documentation to the Travel Office. These vouchers should clearly indicate that they are for record keeping only; copies have been previously sent via email due to COVID-19.