

Effective: March 18, 2020

### **Submittal of original State Travel Reimbursement Vouchers Exception**

During this time of complex challenges due to the COVID-19 pandemic, Procurement has agreed to handle the submittal of Travel Reimbursement Vouchers in the following way until further notice.

This applies to State Travel Reimbursements Vouchers for travel that took place prior to March 12<sup>th</sup>. (All Travel effective March 13<sup>th</sup> requires a Travel Pre-Approval form)

1. Traveler will prepare 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.
3. Supervisor will review Voucher and all supporting documents. Supervisor 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 official duties.***

4. If the supervisor is not the Account Manager, voucher and all supporting documentation must be forwarded to the Account Manager via email. Account Manager 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 department must forward the email thread with all appropriate approvals, including voucher and supporting documentation to the following central mailbox [procurement\\_travel@stonybrook.edu](mailto:procurement_travel@stonybrook.edu)

Upon returning to normal office operations the department is responsible for sending the original 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.