

**BRONX COMMUNITY COLLEGE  
OF THE CITY UNIVERSITY OF NEW YORK**

**TRAVEL EXPENSE VOUCHER**

*(To be submitted with appropriate receipts, after trip has been completed)*

**Name** **EmplID** **FMS Number**  
**Title** **Department** **Date Submitted**  
**Purpose of Trip**

**Sponsoring Organization**

**Point of Departure**

(Home Address or College)

**Conference Site**

(Hotel, City, State)

**Leaving:**

Date and time of departure from college or home

Date and time of arrival at destination:

**Returning:**

Date and time of departure from destination

Date and time of arrival at college or home

**Expenses:** (see attached regulations for explanation)

**1. Transportation:**

- (a) Railroad (Name) \$
- (b) Airplane (Name) \$
- (c) Auto (Odometer readings):                      Start                      Finish \$
- Miles at 28 cents per mile plus Parking and Tolls \$
- (d) Local Travel - Taxicab, Transfer Coach, Bus, etc. \$

**2. Subsistence:**

- (a) Hotel or other accommodations \$
- (b) Meals

Date	Breakfast	Lunch	Dinner
			\$

Meal Total \$

**3. Registration Fee:**

\$

**4. Miscellaneous:** Telephone, Car Rental, etc.

\$

Grand Total \$ \_\_\_\_\_

I hereby certify that the above account of expenditures is a true and correct statement of disbursement actually made by me; that the expenditures of the above sums were necessary in the performance of my duties; that no part thereof has been paid except as stated thereon; and that the balance therein stated is actually due and owing.

Signature of Traveler \_\_\_\_\_ Chargeable Code \_\_\_\_\_ Amount \$ \_\_\_\_\_

\_\_\_\_\_  
Approval by Chair, Dept. Head or Dean                      Date                      &                      Approval by President or VP                      Date

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**TRAVEL REGULATIONS**

Transportation Charges

In all cases, the fare must not exceed the regular coach fares charged to the general public. Any person traveling by an indirect route must personally assume the extra expenses as reimbursement will be based only upon such charges as would actually be incurred by traveling the most direct route. Original receipts and boarding passes must be provided regardless of the mode of travel.

- A. Railroad: Railroads should be considered as an alternative to airline and other means of transportation to or from Long Distance or Overnight Travel destinations. Generally, coach service should be used. Express service is permitted when a benefit to the College can be demonstrated. On longer trips, the greater demands on employee time must be weighed against the higher costs of air travel.
- B. Airline: Air travel is permitted for trips of more than 200 miles from Manhattan. A regularly scheduled passenger carrier must be used. Travelers must use economy or coach rates. Business class, first class and other higher priced fares are prohibited. Personal flight insurance is not reimbursable.
- C. Bus: Round trip, excursion or other reduced fares must be used where applicable.
- D. Auto: Auto travel requires prior approval by the President or Division Vice President. The total of this item shall be figured at the rate of twenty eight (28) cents per mile to and from Bronx Community College, plus tolls (receipts required). In some instances, additional reimbursement will be allowed for parking (receipts required).
- E. Expenses for travel to and from train stations and/or airports will be reimbursed as reasonable and practicable. Original receipts must be presented.

Lodging Meals and Incidentals

Allowances for lodging, meals and incidentals are determined by current Federal per diem rates. Employees who spend less will be reimbursed only for actual expenditures. Destinations in the continental United States (CONUS) are available at <http://www.gsa.gov/portal/category/21287>.

Local Travel

Employees must make every effort to use Public Mass Transit or the most efficient and economical alternate means of travel for transportation purposes. When it is determined that Public Mass Transit is not practical, the use of alternate means of transportation must be justified and authorized in advance by the Division Head. For further information, go to <http://www.bcc.cuny.edu/AccountsPayable/> and click on NYC Comptroller's Office Directive No. 6.

Registration Fees

An allowance will be made for all fees pertaining to the conference, convention, meeting or forum which is attended. Receipts for such fees must be presented.

***ALL APPLICATIONS REQUIRE APPROVAL BY DEPARTMENT HEAD OR DEAN AND PRESIDENT OR DESIGNATED VP.***