

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

APPLICATION FOR LONG DISTANCE TRAVEL AND EXPENSE ALLOWANCE

Must Be Completed and Approved Before Trip

First time user/traveler must submit a completed W-9 form to the Accounts Payable Department.
W-9 form can be accessed at

Name _____ EmplID _____ FMS Number _____

Department _____ Date _____

Purpose of Trip _____

Sponsoring Organization _____

Inclusive Dates of Conference From _____ To _____

This trip will be: entirely in New York State _____ entirely out of New York State _____

Partially in New York State _____

Means of Transportation Plane _____ Bus _____ City Owned Vehicle _____
Rail _____ Private Car _____ Other _____
(See Regulations on Reverse)

Estimated Costs

Transportation	\$
<i>(Mileage cents per mile)</i>	
Registration Fee	\$
Room (Varies per State per day-see www.gsa.gov/perdiem)	
Meal (Varies per State per day-see www.gsa.gov/perdiem).....	\$
Other (Submit Details) Telephone, Rental Car, etc.....	\$
Total Amount Requested	\$

(Please Read Carefully The Regulations Pertaining To Travel And Expense Which Are Detailed On The Next Page)

Amount to be Charged to College Funds \$ _____ Application is Approved _____

Amount to be Paid for by Faculty/Staff Member \$ _____ Application is Denied _____

Applicant _____ Date _____ Department Head/Chairperson _____ Date _____

Vice President _____ Date _____ President (when required*) _____ Date _____

DO NOT WRITE BELOW THIS LINE

CHARGE: Departmental Funds \$ _____
Code: _____

Approval _____ Denied _____

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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 () 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 _____ 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
*President's approval required for all international travel and for direct reports.**