



**Employee/Travel Reimbursement Policy Guidelines: 30 Day Rule**

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Last Revised: 3/17/17

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I. Purpose

The purpose of this policy is to clarify the requirement that all reimbursement expense reports must be submitted to the Finance Office within 30 days of the end of a travel event. **Documentation received after 30 days will NOT be reimbursed.**

II. Scope

A recent internal audit of employee/travel reimbursement requests and reimbursement vouchers produced some weaknesses with regard to requests being received well past the 30 day rule. Communication regarding the Office of the State Comptroller (OSC) policy is being provided to clarify the requirements for our campus community.

III. Procedure

Within 30 days of the completion of a travel event, kindly forward complete reimbursement request documents to the Finance Office for audit and payment. Documents should also include any/all necessary receipts as per the following:

<i>EXPENSE TYPE</i>	<i>DOCUMENTATION REQUIRED</i>
Charge on state travel card	Receipt
Transportation by Common Carrier	Ticket stub (if shows price) - Receipt and stub if otherwise
Taxi	Receipt
Tolls – EZ Pass	EZ pass statement with applicable charges indicated
Tolls – Cash	Receipt
Gas	Receipt
Day Trip Meals – Receipted	Receipt
Hotels – Receipted	Receipt
Misc. and incidental Expenses	Receipt

Failure to provide necessary receipts and signatures on any of the documents will delay the reimbursement until the proper documentation and/or signatures can be obtained. The employee/travel reimbursement coordinator will return the documents to the traveler in order to obtain the necessary receipts and/or signatures.

The following link contains the OSC Travel Advisory for review:

[https://www.osc.state.ny.us/agencies/travel\\_advisories/travel\\_advisory3.htm](https://www.osc.state.ny.us/agencies/travel_advisories/travel_advisory3.htm)

Questions may be directed to the individuals listed above.