

## Travel Guidelines for Faculty

1. An Authorization for Travel form must be completed and signed **BEFORE** traveling. Failing to do this prior to traveling may prevent you from getting reimbursed. There are also insurance/legal reasons that **this needs to be on file before you go ANYWHERE** (even if the dept. will not be paying for the trip). No reservations can be made until this form is signed.
2. I am the contact person with BTI Travel and will make all flight arrangements. I will need the date and time that you wish to leave and return. I contact BTI with this information and they give me the best-priced flights in those parameters. Please let me know of any special needs or concerns regarding flights or airlines. I can also make the flight arrangements if someone else is traveling with you - but these will need to be billed to a personal credit card and not charged to the Department. All flights need to be booked at least four weeks before the date of travel.
3. You or your assistant should make your hotel reservations and request a registration check. To get a check for your registration, please complete a Check Request Form, attach a copy of the completed registration form and submit them both to me.
4. Within two weeks of your return, please submit a completed expense reimbursement form and all **original** receipts to me and I will obtain a reimbursement check for you.
  - Hotel and **meal** receipts **must be itemized**. Your credit card slip with the total charge is not sufficient.
  - If a meal includes others, please submit the names of those at the meal and the reason for the meal.
  - For any shared expense (i.e. taxi), a copy of the receipt with the names of the travelers and the amount that you paid will be OK as one of you will be submitting the original receipt.
  - If you want to be reimbursed for an expense there must be a receipt for it. **No receipt – no reimbursement – no exceptions**. The old rule of not needing a receipt if the expense was under \$25.00 **NO LONGER APPLIES**.
5. You need to bring back all boarding passes. This is a new requirement from our auditors.
6. Proof of attendance is necessary – acceptable items are an ID badge or copy of CME certificate.
7. Rental cars need to be approved prior to leaving Syracuse.
8. All forms and a copy of these rules can be found at pcommon\forms.

Thank you for your patience and cooperation. Feel free to contact me with any questions.

Jennifer Potter

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