MEMORANDUM

OFFICE OF THE DEAN OF ACADEMIC AFFAIRS
ULSTER COUNTY COMMUNITY COLLEGE

To: Full-Time Faculty

From: Donna Cudney, Administrative Assistant to the Dean of Academic Affairs

Date: October 16, 2015

Subject: Guidelines for Travel Request Forms by Individual Faculty

1. Print or complete the fillable pdf Travel Request Form from the Faculty Forms link on the portal.

2. Complete your information for the request to travel on top of the form (travel over 300 miles must have Board of Trustees approval **two months prior to travel**). If Board of Trustees approval is required the Travel Request cannot move forward until it is assigned a Board Resolution Number.

3. Complete Column 1 Total Estimated Expenses:
   - Estimated Expense (meals are per current rate on form, unless you are traveling to a major metropolitan area). Please check with Natasha (X5109) as she is the person who has the information on what the College considers major metropolitan areas. If meals are included in the conference or workshop you are attending do not include them in the meal allowance portion of the Travel Request. The conference agenda should be attached to the original Travel Request.
   - Please use Mapquest to calculate the mileage (attach to the request). You should calculate the mileage from your point of departure (home or college). If you are flying please calculate the mileage to the airport from your point of departure (home or college). Tolls and parking also require a printed estimate attached from the information on the website, for tolls, airport or hotel attached to the Travel Request Form.
   - Conference Fees should be listed and the information to register for the conference should be completed and attached, please request a W-9 form from the organization on the registration form (a check will be sent from Accounting with the registration to the address on the registration form).****Checks cannot be processed and sent without a W-9 form on file. Faculty are responsible for obtaining the W-9 Form.
   - Lodging Fees should be listed and the information (confirmation number with the total amount with taxes if out of New York state. New York state requires a ST-129, Hotel Tax Exempt Certificate, you must bring or send a hotel tax exempt certificate found on the portal), you may hold the hotel with your credit card. Please request a W-9 form from the hotel when you make your reservation and attach with your confirmation. Accounting will cut a check to pay for lodging, you may take the check with you or Accounting will mail the check to the hotel, you must state if you will pick up the
check or have it sent to the hotel (on the original Travel Request form).

***W-9 Forms must be on file to process a College check for Lodging. Faculty are responsible for obtaining the W-9 Form from the hotel.***

- Jenn Zell will book airfare using the college credit card. You must research the flights you would like to book and bring the information to Jenn Zell with a completed Credit Card Authorization Form from the Faculty Forms on the portal.
- Other costs such as train or taxi should be estimated (most of the information is on the internet). You will need to have the receipts when you return and complete Column 3 Reconciliation.

4. Complete Column 2 Out of Pocket Expenses:

- Conference Fees and Lodging will have checks cut to the vendors so “0” should be entered in column 2 for those items.
- Complete Column 2 by moving the out of pocket estimated expenses to column 2. That will be the amount that a requisition will be put on for your Travel Request (a request for an advance check will be issued if there is airfare and you have booked the flight and have your receipt attached to the original Travel Request Form).
- Jenn Zell will book airfare using the college credit card. You must research the flights you would like to book and bring the information to Jenn Zell with a completed Credit Card Authorization form from the Faculty Forms on the portal.

5. Reconciliation Column 3:

- Once a Requisition number and a Purchase Order number have been assigned to your Travel Request, Deb Cahill, Accounts Payable, will e-mail you a scanned copy of your original Travel Request with an Accounts Payable Stamp on it. Please print the scanned copy and complete with all the required receipts attached after the trip and send the Travel Request to Donna Cudney. The Travel Request will be reviewed and sent to the appropriate office for reimbursement of your Out of Pocket Expenses.

Please complete all the steps when submitting the Travel Request Form. If the required back up information listed above is not submitted with the original request for approval the College’s Claims Auditor will not approve the request and it will be returned to the requestor for completion.

***W-9 Forms are required for all vendors. Please request a W-9 from the organization the conference registration fee is to be paid. Please request a W-9 Form from the hotel when you book your room and receive a confirmation. The W-9 must be sent with the confirmation information. All back up items should be sent with the original Travel Request Form.***

Thank you. The items listed are the current College Accounting Office practice per prior audits. Please include all the required information to ensure that your Travel Request will move smoothly through the process.

**If your requested conference fee or air fare require a credit card you may print out the information and the Credit Card Authorization Form (have all the required signatures) and contact Jenn Zell to have her
book the fees or airfare on the College credit card.