



Travel & Expense Tips

Please refer to <https://operations.adelphi.edu/policies/farg/financial-policies-and-procedures/travel-expense> for the full travel policy

Expense Reimbursement Requests

- All reimbursement requests must be accompanied by receipts supporting the full expenditure, which includes a **brief statement of business purpose**. Where University travel relates to attendance at a conference, **a copy of the conference brochure must be attached to the expense report, indicating the dates of the conference, conference agenda and the cost of attendance.**
 - All expense reimbursement requests must be submitted on a **properly completed and approved Travel Expense Report** on a timely basis, **not later than 30 calendar days following the date the travel and expenses were incurred.**
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Hotels

- Reservations are for standard rooms at mid-priced hotels, for **overnight travel** only.
 - Reservations should be made directly by the traveler. After booking, the traveler must provide **Purchasing** with the Travel Approval form, Purchase Order/Requisition form, and the hotel's Credit Card Authorization form and W9. This will enable Purchasing to provide the University's credit card to the hotel for final payment of the stay.
 - **The University is exempt from paying sales tax in New York State and Florida.** Consequently, no reimbursements will be made for sales tax incurred on hotel bills in these states if the traveler elects to pay for their stay without providing the above documentation to Purchasing.
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Airline Tickets

- Air travel should be booked using the Concur online booking tool. **Only coach airline travel is permitted.** Detailed booking procedures can be found in the **Purchasing section of the FARG.**
 - If the traveler elects to purchase tickets outside of Concur, they must secure, print and save a quote for the comparable flights through Concur on the day of booking. This printout must accompany their claim for reimbursement after the trip is completed. **If the traveler elects to book a flight outside Concur Solutions at a higher price, the traveler would only be reimbursed up to the amount of the lower, alternate Concur Solutions flight option.**
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Registrations

- **Any payment for attendance at seminars and conferences should be made directly by the University on a Purchase Order Requisition submitted to the Purchasing department.**
 - If the traveler elects to register on their own, proof of attendance must accompany their claim for reimbursement after the seminar or conference has taken place.
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Mileage & Car Rentals

- **Actual business mileage will be reimbursed to employees at the standard mileage rate used by the Internal Revenue Service (the current rate is 58 cents per mile, as of January 1, 2019).** The standard mileage rate takes into consideration all automobile operating expenses including gasoline/oil, wear and tear and maintenance, repairs, insurance and depreciation. **Employees will not be reimbursed for gasoline purchases for personal vehicles.**
- Employees will only be reimbursed for travel to off-campus locations to the extent that such travel exceeds their normal commute to the Garden City campus (or the employee's normal location of employment).
- All car rentals must be booked through **Purchasing**. Employees will generally not be reimbursed for car rentals while attending a conference; exceptions require prior written approval from **Purchasing**.