COLLEGE BUSINESS / CONTRACTUAL TRAVEL PAYMENT REQUEST FORM

After travel is approved, departments submit requisitions that are turned into purchase orders that are returned to the traveler by the College. Purchase orders reserve funds so payment can be expedited.

Purchase Order No: P_____

Employee Name: _____

Employee Banner ID#: _____

Total Reimbursement Request: $ _____

ATTACH:

Detailed travel reimbursement form; bring total forward.

I certify this is a true and just claim for expenses incurred on behalf of the College and that no part has been previously reimbursed.

Employee: _____Date: _____
Signature

Approved by: _____Date: _____
Associate Dean of Adjunct Services

Note: Attach original travel authorization, completed Travel Expense Voucher conference brochure/agenda, hotel receipts, travel receipts, mileage statement, conference badge and other documents supporting allowable costs.

If there are questions on requests regarding the reimbursement of some claimed costs, Accounts Payable will process checks for unquestioned items, allowing expedited payment of those and follow-up with the traveler on questioned items.

Attach all documents and send to:

Smithtown Science Bldg. Room 100
Attn: Adjunct Services