

Travel Claims

Expense Claim signatures required:

- Signature of Claimant.
- Signature of person claimant reports to.

Please make sure that your Travel Application and Travel Expense Claim forms take into consideration the items listed below:

1. Obtain proper approvals. Individuals may not approve their own travel expenses or have expenses approved by an employee subordinate to them. Travel claims reviewed, disclosed some instances where travelers were approving their own claims, and other instances where the approval was signed by individuals subordinate to the traveler.
2. All allowable costs associated with an employee's travel, regardless of payment method, should be noted on the Travel Application, citing the source of payment (employee reimbursement, BTA, CRBTA Card, etc.)
3. The Travel Application submitted by the traveler/department should justify any failure to obtain State contracted rates and fares where such rates and fares are available.
4. Employees who travel on behalf of the University are expected to acquire and use the American Express Government Card. Applications for an American Express Government Card can be obtained on-line at the following link [American Express Government Card Application](#). Employees should call [Christine Rodriguez](#) at 278-5476 for further questions.
5. Employee reimbursement will be limited to State negotiated rates only (i.e. airline city pair rates).
6. "No-expense" Travel Applications are not to be filed with the Accounting's travel desk, but should be maintained in the employee's department office.
7. When travel expenditures are involved, it is the traveler's responsibility to submit honest, accurate documentation.

8. The principal responsibility for reviewing and approving travel expenses rests with the approving official, in most cases the travelers immediate supervisor.