Conference Attendance Reimbursement Guidelines

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If you have any questions/comments/corrections regarding this document, please contact Krista Gruber at gruberk@sunysuffolk.edu. Questions about your forms can be addressed to the Ammerman Business Office x4079.

Schedule and Amounts:  
The two-year cycle for reimbursements is figured for the whole faculty (i.e. not on an individual basis). The cycle is as follows:

Sept 1, 2011 - Aug 31, 2013 [up to $1400]  
Sept 1, 2013 - Aug 31 2015 [up to $1500]

In short, any individual faculty member may use $1400 in June 2013 and be eligible for another $1500 in September 2013, but would have no money available again until Sept 2015.

*Other:  
• Gas mileage reimbursement is 56.5 cents per mile for 2013.  
• The meal allowance is currently $12.00 per meal

Also be sure to note that individuals are personally responsible for expenses above the contractual limit.

Step One (Before you go):  
1. Fill out the Application for Contractual Conference Attendance form (A.K.A. pre-approval form).  
http://www.sunysuffolk.edu/Governance/conference_travel_form.xls  Be sure to use your SCCC ID# on all documents; no Social Security Numbers should be used any longer. If you submit at least 6 weeks prior to conference, you are guaranteed notification at least 2 weeks before.

2. Each applicable line on the Application for Contractual Conference Attendance form should be an estimated maximum amount for that item. The reimbursement for those costs will still need to be deemed consistent with county policy and deemed legitimate expenses. Costs that are not authorized by the county for reimbursement will not be reimbursed e.g. clean clothes, excessive local phones, local transportation at conference site, etc). See the end of this document for a further note regarding discrepancies that
occur between pre-approval estimates and actual amounts incurred.

3. Append documentation for the conference: e.g. a preliminary program, an email from a panel chair accepting your paper.

4. Get your supervisor’s signature.

5. Submit to your department secretary. He/she will forward the application to the campus business office for processing. The business office will forward the application to the Executive Dean for approval. The approved application is then returned to the department secretary, who will create a requisition in the Banner system. The requisition is electronically received by the business office, who will then turn the requisition into a purchase order. The purchase order will be emailed to the department secretary and the applicant will receive a confirmation PO at their home.

The campus business offices are responsible for working with requesters to make certain their requests conform to college and county policy. This includes ensuring that proposed outlays are consistent with county travel requirements. They review requests both when they are submitted and again after travel is completed, using both periods to make certain that questions about what was spent are resolved as early and quickly as possible.

Step Two (When you return):

   *To receive reimbursement, you must do so within three months of travel.

2. Append all background documentation to verify your attendance at the conference.
   a. The voucher should include all original receipts and every expense itemized. NYS tax is not reimbursable. A Tax-Exempt form is available from the Business Office. If sharing a hotel room, please ask for separate paid receipts. Any shared expense should also have a separate paid receipt.

   b. Indicate departure from home time and return home arrival time. County requires original documentation of attendance -- badge, brochure, and registration receipt.

   c. Include a Conference report; a Conference Report is required and must be included. The report should succinctly summarize your activities at the conference.
d. The meal allowance is currently $12.00 per meal. You do not need meal receipts, but need to show proof that there were no meals given at the conference. (e.g., a conference brochure, conference agenda). Itemize all meals claimed.

e. Indicate date and type of meal.

f. Include Airline Ticket/Airline Itinerary if you traveled by air.

g. If you are driving you should calculate your mileage and multiply by the IRS standard mileage rates used to calculate the deductible costs of operating an automobile for business purposes. (The current rate for 2013 is 56.5 cents per mile; the rate changes annually on January 1.)

3. Get Supervisor’s signature on Voucher.

4. Give all the paperwork to your Department Secretary who should forward the complete packet to the Campus Business Office and eventually to Accounts Payable in the Central Business office for final processing. *You should receive payment to your home address.

Possible Revisions to the Paperwork:

1. The forms do not have to be realigned if the total claimed for the individual line amounts (e.g., travel, lodging, meals, other items, as itemized) is equal to or less than the total cost of all line amounts initially approved.

2. However, the conference attendance forms must be realigned if additional expense categories are incurred that were not part of the original approved form.

3. Also, the forms must be realigned if the total amount claimed is more than the total cost initially approved.

General Advice and Information:

Final approval of attendance is at the discretion of the Executive Dean. If he/she deems the conference to be inappropriate, approval may be denied. However, reimbursement for attendance at appropriate conferences is a right guaranteed under the current Contract.

If you do not receive pre-approval before travel commences, you will not be reimbursed; if you do not receive notification, you should check with the business office to make sure the documents were received.

Although the pre-approval form goes only to the campus business office, final disbursement of funds comes from the Central Business Office. When your documents
arrive there, a whole new set of people are reading and assessing them according to College and County policy.

No particular map service (e.g., Mapquest, Yahoo, Expedia) is required. Choose whichever is closer, either home or school, when determining the mileage to the conference. Once you are at the conference, no additional mileage for driving around will be reimbursed.

When estimating food you are allotted $12 per meal; although you do not need original receipts for food, you must confirm that no meals were provided at the conference (e.g., through the conference agenda). If breakfast is included in the room charge, additional breakfasts will not be reimbursed or meals provided as part of registration fee for conference. Meals that are part of a conference that exceed $12 (a banquet, for example) are reimbursed $12. (Distinction: Register for $300 plus banquet for $50, reimbursed $312; Register for $350 which includes banquet, reimbursed $350!) To be eligible for breakfast and dinner, you must begin or end your conference four hours before or after your normal work hours.

Car rentals are not permitted unless shuttles/taxis are not available to and from the conference.

Make an effort to pre-register well in advance of the conference so that you can benefit from reduced registration fees to make your money go further. The fee to join an organization will be reimbursed if the full amount is less than the fee for a non-member.

Cabs will not be reimbursed, but public transportation will.

Parking for the entire conference would be allowed, but parking in a lot at a higher rate that allows you to go in and out during the conference will not.

Ferry travel will be allowed for those who live in Eastern Long Island.

The purchasing of materials such as books during the conference will not be reimbursed.

Internet access fees will be reimbursed for those making electronic-based presentations (on the agenda).

Helpful General information link

http://www.sunysuffolk.edu/About/805.asp