

OAR and RF Travel Policies and Procedures

We kindly request your assistance in disseminating this information among your faculty members. Should any inquiries or concerns arise, please do not hesitate to reach out to us.

We kindly ask for your attention to the following supplementary details:

❖ **Travel Funds Policies**

- In order to utilize the travel funds allocated for FY 2025-2026, it is essential to note that all purchases and research expenses must be finalized by June 30, 2026.
- For conferences or workshops to be eligible for consideration within this funding cycle, they must take place within the period from July 1, 2025, to June 30, 2026. Any engagements outside this timeframe will be attributed to the subsequent fiscal year.
- If faculty are using these funds for conference/research travel, travel should be within 07/01/xx – 06/30/xx. In cases where travel overlaps two fiscal years, we would look at the travel start date (end date is not a factor). For example, for travel 06/29/25 – 07/05/25, we will be able to charge against the current fiscal year (FY-25) because the start date falls under FY-25.
- If faculty paid for travel expenses (airfare, hotel accommodation, etc.) in FY-25 for the conference that will take place in FY-26, **they will be able to use FY-26 funds** to reimburse themselves since the conference falls under FY-26. In other words, if you paid for travel expenses in June 2025 for the conference that will be in September, you will be able to use FY-26 funds to seek reimbursement upon arrival from your trip.
- If faculty are using these funds for **non-travel** purposes, such as equipment, research materials, research books, software, etc.), all expenditures must be made within 07/01/xx – 06/30/xx. In other words, expenses beyond 06/30/20xx cannot be charged against the current fiscal year period. If faculty are using FY 25-26 funds, they must make purchases and show receipts within the FY 25-26 period of 07/01/25 – 06/30/26.
- OAR does not offer payment advances, and the allocated travel funds are not intended for purposes such as pre-course registration or travel advance. Full adherence to RF requirements is mandatory, and any travel, conference, or workshop should be fully completed before seeking reimbursement.
- It is important to underscore that RFCUNY does not carry forward unutilized funds into the following fiscal year. Therefore, we strongly encourage you to motivate your faculty to fully utilize the FY 2025-2026 funds by the established deadline of June 30, 2026.

- A courteous reminder: Travel Authorization Forms (TAFs) need to be submitted to travel@jjay.cuny.edu at least three weeks prior to the departure date and prior to committing to any financial obligations. The precise expense categories will be indicated on the TAF. Upon receipt, our Travel Coordinator, Tahir Fazal, will issue a confirmation email to the faculty member concerned. It is imperative to closely follow the RF travel and reimbursement instructions for both foreign and domestic travel and local travel to ensure the integrity of the faculty's reimbursement total. The approved amount specified on the TAF constitutes the maximum limit set by the Department Chair. Overspending beyond this approved amount carries no guarantee of reimbursement for the excess expenses. Should the department opt to augment the funding allocation, the chair must endorse a revised TAF, clearly indicating the revised approved amount or additional funding.
- The travel funds allocated can also be directed toward other research-related expenses, encompassing memberships, online workshops, research supplies, and more. Additional information can be found in the attached document.
- Kindly note that CLTs and HEOs are not eligible for departmental travel funding.
- Faculty members on sabbatical leave remain eligible for travel funds, contingent upon obtaining approval from their respective department chair.
- Please be informed that a separate budget for substitute faculty does not exist. We extend travel allocations to all departments, leaving the discretion to each department to determine the eligibility of full-time substitute faculty for these travel funds.

Your observance of these guidelines is greatly appreciated, ensuring the efficient utilization of the allocated resources.

❖ **Reimbursement Procedures:**

Please follow the same reimbursement process procedures by submitting your TAF (approved by your Department Chair), e-voucher, and the appropriate support documentation.

Your completed RF travel reimbursement packet from the trip is due 4 weeks from the day you return from your trip.

1. TAF – must be approved, signed, and dated by your Department Chair.
2. E-voucher (kindly complete and sign it)
3. Original receipts. Kindly note that all receipts must indicate the CC# (or the last four digits of the card used). If the receipts do not have this information, a CC statement or screenshot from an online account must be submitted along with the receipts.
4. Conference details (1. booklet, 2. agenda)
5. Itemized air travel/transportation receipts are required as proof of travel.
6. Lodging/hotel itemized receipts. RF requires a lodging receipt as proof of stay.

- If the hotel is conference-approved, please attach a screenshot of the proof. According to RF policy, RF will only reimburse lodging above the per diem rate if the hotel is conference-approved. If not, then the faculty will be reimbursed according to the per diem rate. Please let us know if there is no lodging receipt because you stayed with you family or friends.
7. Per RF requirements, a traveler must submit a conference badge and boarding passes (electronic/screenshot) for all in-person conference travel. If you did not save your badge/boarding passes, you could submit a brief memo to RF (2-3 lines in the same email or a Word document) indicating that you attended the conference; others can attest to that fact.
 8. You can also submit any of the following as proof of attendance as well:
 - Certificate of attendance (preferred)
 - “Thank you for attending” email from the conference
 - Follow-up “Survey” from the conference

PS – Please find attached the RF reimbursement travel voucher and checklist. Please email all requested documents **in one PDF attachment in a single email.**

For more information on travel guidelines and procedures, please visit us at [Faculty Travel Guidelines | John Jay College of Criminal Justice](#) or contact our Travel Coordinator, Tahir Fazal, at travel@jjay.cuny.edu.

In addition, please combine the documents in the following order.

- TAF
- Voucher
- Air travel receipts or if using a personal car, please provide two Google maps; from home to the conference and vice versa.
 - CC statement if the last four digits of the card used are missing
- Boarding passes
- Lodging receipt.
 - CC statement if the last four digits of the card used are missing
- Proof/screenshot if the hotel is conference-approved. If not, please use the per diem lodging rate.
- Proof of attendance, such as a conference badge, certificate, or thank you email from the organizers
- Conference/workshop agenda (1-2 pages only) or if research travel, please provide research travel itinerary.
 - Research itinerary: Brief memo of thirty characters stating the purpose of the travel, including:
 - How did it contribute to your professional, teaching, and research development?
 - When the trip happened

- What was the travel about
- Why it was important
- Where it happened

- Local travel receipts, such as Uber and Lyft, if any.
 - CC statement if the last four digits of the card used are missing
- Membership or conference registration receipt if any
 - CC statement if the last four digits of the card used are missing
- Per diem screenshot. If per diem meals go beyond the voucher entries, please provide the breakdown of the calculation.

Thank you.

❖ **Additional Notes about Airline Policy:**

All flights must be arranged using the lowest available fare in economy class on US Flag air carriers, per the Fly America Act, Star Alliance, or on an authorized European Union carrier per the US - EU Open Skies Agreement. For more information:

- https://europa.eu/european-union/about-eu/countries_en
- [Open Skies Partners - United States Department of State](#)
- <https://flights.staralliance.com/en/members-codeshare>

When Open Skies is not an option, please choose the most economical option that will not create added stress, like additional travel time.

❖ **Expanded Reimbursement Categories for Departmental Travel Funds – 2024-25
Eligible and Ineligible Expenses – Revised 14 Oct 22**

Dear Chairs:

The list below reiterates and expands upon the additional expense categories eligible for reimbursement through departmental travel funds, as originally announced in January 2021 and revised in April 2021. While CUNY currently has no Covid-related travel restrictions in place, we are keeping the expanded expense categories indefinitely. **Please share with your faculty and encourage them to take advantage of the available funding.**

Eligible for reimbursement via departmental travel funds:

- Professional association memberships (**multi-year or lifetime memberships are NOT eligible**)

- Virtual conference fees
- Professional trainings or development costs (including language courses etc.)
- Software licensing fees (CUNY software approval form will need to be submitted)
- Books or similar research materials
- Peripheral hardware items (items not tagged and tracked by property management, such as headset, video camera for virtual meetings, etc.)
- Miscellaneous research expenses (expenses that do not require hiring or independent contractor agreements; examples have included film festival entry fees, moving expenses for large sculptures, copyright fees for images to be included in a book, etc.)
- *The following categories are eligible for reimbursement but require additional paperwork analogous to applications for OAR*
<https://www.jjay.cuny.edu/research/funding-opportunities/oar-funding-opportunities>;
please have interested faculty reach out to oar@jjay.cuny.edu for details
 - Hardware that must be tagged and tracked by John Jay Property Management (such as laptop or desktop computers, tablets, etc. – can be funded via our Seed or Faculty Scholarship programs where required for specific research projects)
 - Editing, translation, coding or similar services that require independent contractor agreements (can be funded via OAR internal funding programs as appropriate)
 - Student research or administrative assistance, or other services that necessitate hiring employees (can be funded via OAR internal funding programs as appropriate)
- Departmental expenses for initiatives (professional development, multiple user software licenses, etc.) that benefit *all* department faculty.

Not Eligible for reimbursement via departmental travel funds:

- Hardware not directly related to research, such as office furniture (cannot be funded through any of our available programs)

As ever, I am available at travel@jjay.cuny.edu, or please feel free to contact Dr. Daniel Stageman at dstageman@jjay.cuny.edu to answer any inquiries, should you or your faculty require guidance on an item that doesn't seem to fit on either of the above lists.

Thank you for being so cooperative!