OAR and RF Travel Policies and Reimbursement 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 2026-2027, it is essential to note that all purchases and research expenses must be finalized by June 30, 2027.

- For conferences or workshops to be eligible for consideration within this funding cycle, they must take place within the period from July 1, 2026, to June 30, 2027. Any engagements outside this timeframe will be attributed to the subsequent fiscal year.

- Travel supported by faculty professional development or research funds must occur within the applicable fiscal year (July 1 through June 30).
- If travel spans two fiscal years, the fiscal year will be determined by the **trip departure date**. The return date will not be considered when determining which fiscal year's funds are used.
  - **Example:**
    A faculty member travels from **June 29, 2027, through July 5, 2027**. Because the trip begins on June 29, 2027, the expenses will be charged to **FY 2026-2027**.
  - If the trip departure date is **July 1, 2027, or later**, the expenses will be charged to **FY 2027-2028**.

- Faculty may need to purchase airfare, conference registration, or hotel accommodations well in advance to obtain discounted rates or secure reservations.
- When travel occurs in a future fiscal year, reasonable advance expenses incurred during the current fiscal year may be charged to the fiscal year in which the travel takes place.
  - **Example:**
    A faculty member purchases conference registration and airfare in **June 2026** for a conference taking place in **September 2026**. Although the expenses were incurred during **FY 2025-2026**, they may be charged to **FY 2026-2027** because the travel occurs during that fiscal year.

- This exception applies only to advance purchases made for legitimate business reasons, such as early-bird registration rates, discounted airfare, or required hotel reservations.

- 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 07/01/2026 – 06/30/2027. In other words, expenses beyond 06/30/2027 cannot be charged against the current fiscal year period.

- OAR does not offer advance travel, 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.

- Please do not use your P-Card. Use your personal credit/debit card or cash for purchases.

- 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 2026-2027 funds by the established deadline of June 30, 2027.

- 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 your 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.

Please combine the documents in the following order.

- TAF
- Voucher
- Air travel receipts
        - 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, (a research travel itinerary)
  - Research itinerary consists of a brief memo of thirty characters stating the purpose of the travel, including when, where, why, what, and who traveled.
- 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.

(If Adobe does not allow combining files, kindly save the PDF by printing à save as PDF, and then try combining the files).

Kindly remove all irrelevant, duplicate, blank, and extra pages.

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, or a Star Alliance member, 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.
If the US flag carriers are available but the flight is expensive and not direct, the faculty member has the option to select a non-US carrier that offers a direct flight, saving time and money. Please provide a justification for using the non-US carrier when submitting the packet to us.

❖ 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 training 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 laptops 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 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!

❖ Reimbursement for virtual conference

After attending the conference, please submit the following documents for reimbursement.

- E-voucher (kindly complete and sign it, skip the itinerary section if online)
- 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.
- Conference details (Booklet/agenda, 1-2 pages only)
- Purpose and significance of this conference (2-3 lines only)
- For all virtual conferences, RF requires proof of attendance, which can be any of the following (in addition to the submitted booklet/program):
    - Certificate of attendance (preferred)
    - Screenshot while attending
    - "Thank you for attending" email from the conference
    - Follow-up "Survey" from the conference

❖ Reimbursement for Professional Memberships

Please follow the same reimbursement process procedures by submitting the following documents:

- TAF – must be approved by your Department Chair. Reason for trip is professional membership for ___.
- Voucher - When completing the voucher, please skip the itinerary section and use the column "Other" to indicate the requested expense.
- Please be advised that RF is tax-exempt and will not reimburse for taxes charged – kindly exclude all taxes when completing your voucher.
- All receipts must indicate the CC# (or the last four digits of the card used). If your receipt does not provide this information, a CC statement or screenshot from an online account must be submitted in addition to your receipts.
- Membership subscriptions are limited to one year only.

This is just a polite reminder to please save your documents in one PDF file.

❖ Reimbursement for an online workshop or course

- TAF – must be approved, signed, and dated by your Department Chair.
- E-voucher – skip the itinerary section and use column "other" to indicate the requested expense(s).
- Original receipts. Kindly note that all receipts must indicate the CC# (or the last four digits of the card used). If the receipt does not have this information, a CC statement or screenshot from an online account must be submitted in addition to your receipts.
- Please be advised that RF is tax-exempt and will not reimburse for taxes charged.
- Workshop/Online course details (1-2 pages cover and agenda)
- Justification of purchasing the course (why it was important and its significance in your professional, teaching, and research development).
- RF requires the following documents as proof of attendance, which can consist of any of the following:
  a) Certificate of attendance (preferred)
  b) Screenshot while attending
  c) "Thank you for attending" email from the organizers
  d) Follow-up "Survey" from the organizers

Please note that RF will reimburse after the course is completed.
This is just a polite reminder to please save your documents in one PDF file.

❖ Reimbursement for Peripheral equipment, such as research, training, and office materials and supplies

- TAF – must be approved by your Department Chair
- Voucher - when completing the voucher, please skip the itinerary section and use the column "Other" to indicate the requested expense.
- Kindly provide a brief justification of the purpose of the equipment.
- Please be advised that RF is tax-exempt and will not reimburse for taxes charged – kindly exclude all taxes when completing your voucher.
- 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.
- Please be advised that all products must be delivered before any payment can be issued. Please provide "final order details" that have the status of "item delivered" for all product orders.

❖ **Reimbursement for Books**

1. TAF – must be approved by your Department Chair (already submitted)
2. Voucher – skip the itinerary section and use column "other" to indicate your requested expenses. If you purchased several books and it is difficult to list down several items under one expense, you can include the total amount for books on your voucher and submit a separate sheet listing all items (an Excel spreadsheet would be the easiest way).
3. Please be advised that RF only pays up to $10.00 in taxes per receipt.
4. All receipts must indicate the CC# (or the last four digits of the card used). If your receipt does not provide this information, a CC statement or screenshot from an online account must be submitted in addition to your receipts.
5. Please be advised that all books must be delivered before any payment can be issued. Please provide "final order details" which have the status of "item delivered" for all book orders.

❖ **Reimbursement for local travel (traveling within 75 miles of their official station and home)**

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 (1-2 pages)
5. Membership or conference registration receipt (optional).
6. Local travel receipts, such as Uber and Lyft (optional)
7. Conference/research badge
8. You can also submit any of the following as proof of attendance as well:
    1. Certificate of attendance (preferred)
    2. "Thank you for attending" email from the conference
    3. Follow-up "Survey" from the conference
    4. Group photo

Notes:

- Lodging: faculty will not be reimbursed for lodging if they are in a day trip category, i.e., they are traveling within 75 miles of their official station and home. If more than 75 miles, they will be considered in travel status, therefore, reimbursable. CUNY Travel Policy – Policy 3.042

- For lodging: Kindly let us know if the hotel was conference-approved. As per RF policy, RF will only reimburse lodging above the per diem rate if a hotel is conference-approved. If not, then the faculty will be reimbursed according to the per diem rate.
- Meals: RFCUNY travel policy follows **New York State OSC travel rules** for meal reimbursement. Under OSC guidance, travel **is not eligible for full GSA per diem rates. Only dinner and/or breakfast are reimbursable**
  - **Lunch is never reimbursable**
  - The **maximum reimbursable amount for a non-overnight/local travel day is $17**, consisting of:
    - Breakfast: **$5**
    - Dinner: **$12**