



## Transportation Expenses

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### Purpose

This series of documents sets forth the Research Foundation (RF) policies for each type of transportation and provides reimbursement and documentation standards for each.

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### Policy

Travelers are expected to travel by the method most conducive to achieving the objectives of the trip while balancing cost, time, and safety. Added costs incurred for the convenience of the traveler, such as travel by circuitous routes or travel schedules that require nonessential sleeping accommodations, must be approved by the operations manager or designee.

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### Use of State Vehicles

Some campuses and state agencies have a policy that restricts the use of state-owned motor vehicles to state business purposes. In such cases, sponsored program activities administered through the RF are generally considered to be a prohibited use, since the RF is a separate, private corporation and not a state agency. Requisitioning a state vehicle under such circumstances, by claiming that the vehicle will be used for state business purposes, is a misrepresentation of the relationship between the RF and the state and can expose the driver, including the one who requisitioned the vehicle, to uninsured liability risks.

Therefore, it must be clearly stated when requisitioning a state vehicle that the vehicle will be used for RF business purposes and that the driver may be an RF employee, volunteer, or other nonstate employee working on a sponsored program.

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### Documentation Requirements

#### Travel Payment Request Form

Travel expenses must be documented on the [Travel Payment Request Form](#) or an equivalent form developed by the operating location. Locations should not use SUNY travel forms. Location-specific forms must contain the same information as the Travel Payment Request Form, which is available from the Forms resource area in EPSS.

#### Original Receipts

The Internal Revenue Service (IRS) requires receipts to document any transportation expenditure over \$75. This limit is per transportation transaction (e.g., the IRS would require a receipt for a single, long-term parking charge of \$80).

Operating locations can choose to use the IRS limit, or can set a lower limit.

At the discretion of the operations manager or designee, reasonable expenses may be reimbursed without receipts (e.g., in situations when a receipt could not be obtained or a receipt was lost). In such cases the traveler must provide a signed, written explanation that includes the amount requested for reimbursement, the type of expense, the date, and the reason why a receipt is not being presented.

Method-Specific Documentation

Each page for a particular type of travel (e.g., personal automobile, train, etc.) includes documentation requirements specific to that type of travel (see next block for links).

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**Methods of Travel**

This section provides information on the following methods of travel. The list provides direct links to information on each method:

- [\[Personal Automobile\]](#)
  - [\[Rental Vehicles\]](#)
  - [\[Commercial Airplane\]](#)
  - [\[Taxi and Public Transportation\]](#)
  - [\[Train or Bus\]](#)
  - [\[Private Airplane\]](#)
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<b>Date</b>	<b>Change History</b>
March 19, 2001	Updated links to forms and documents. Content of procedure NOT updated.