

The Research Foundation for SUNY
Mileage Details for Travel Reimbursement Request Form

If needed, this page can be used to list additional mileage. However, the full Travel Reimbursement Request Form must still be completed.

Name

Address

Project _____ Award _____ Task _____

Purpose of Travel _____

Date	Between What Points		Tolls	Hour of Departure	Hour of Arrival	Miles Traveled
	From	To				
				A.M.	A.M.	
				P.M.	P.M.	
				A.M.	A.M.	
				P.M.	P.M.	
				A.M.	A.M.	
				P.M.	P.M.	
				A.M.	A.M.	
				P.M.	P.M.	
				A.M.	A.M.	
				P.M.	P.M.	
				A.M.	A.M.	
				P.M.	P.M.	
				A.M.	A.M.	
				P.M.	P.M.	
				A.M.	A.M.	
				P.M.	P.M.	
				A.M.	A.M.	
				P.M.	P.M.	
				A.M.	A.M.	
				P.M.	P.M.	

Total Tolls: _____ Total Miles: _____

I hereby certify that the travel indicated was necessary and on official business of the Research Foundation for SUNY

Signature of Traveler

Date

RF Traveler's Responsibilities After a Trip

After the end of the trip, within a reasonable time, the traveler should document the actual costs of the trip. The traveler should submit a final travel payment request form. SUNY travel forms should not be used. The form must include the business purpose and the duration of the trip as well as the details of the actual expenses incurred. For further details about each type of expense, contact ORSP 312-2888 or orsp@oswego.edu

Final Signature: The traveler's signature on the completed travel form is certification that the trip was taken for the indicated purposes, that the accounting is accurate and that allowances and reimbursements are calculated in accordance with this travel guide.

Final Receipts: The traveler must attach original receipts for all expenses claimed on the travel form, except for those items outlined in the Travel Guide for which receipts are not necessary. See individual sections of this guide for details on each type of expense. Justification and explanation, if required, must be attached to the form.