



Travel Training

September 2026

Traveler Responsibilities

- Justify the need for travel
- Obtain approval from your supervisor
- Review and understand the travel guidelines
- Estimate travel expenses
- Submit a Travel Request form at least 2 weeks before travel
- Submit the Request to Exceed Maximum Lodging Rates form prior to the trip, if necessary.
- Use a Travel Card or NET-Card for expenses
- Keep all receipts
- Submit Travel Voucher and all receipts
- Submit receipts with credit card statements

Forms to Use

- ETrav
- Hotel Tax Exemption
- Rental Car Policy
- Request to Exceed Max Lodging Rates
- All forms and travel policies may be found on the Business and Fiscal Affairs webpage on the Travel page

Estimate the Cost

- Conference Fees
- Transportation
- Lodging
- Meals
- Incidentals

E-Travel

- Travel Requests must include the traveler(s) name, destination, charge account, date/times of departure and return, purpose, reason for traveling, estimated travel expenses, and must be signed by you and your supervisor
- Out of state travel requires your VP's signature as well
- Travel Requests must be completed and sent to the Business and Fiscal Affairs office for all state funded travel
- The Business and Fiscal Affairs office will forward Travel Requests to Facilities so the traveler may reserve their vehicle through the Vehicle Reservation System

SUNY Cobleskill

Request Status

Trip Schedule

Travel Voucher

Travel Request

Date Submitted: 12/31/2025

1. Traveler Info

Last Name:

First Name:

Phone: () -

Department:

Title:

Email:

2. Requested Travel

Origin: City:

State:

Zip:

Destination: City:

State:

Zip:

Departure: Date: // Time: :

Return: Date: // Time: :

Purpose: (documentation is required supporting start/end times, meal provided, and agenda if applicable, etc.)

Attachments

Will reimbursement be requested for this trip? ☐ Yes ☐ No

Is lodging for this trip over per diem? ☐ Yes ☐ No

Are you requesting a Fleet Vehicle? ☐ Yes ☐ No

If No, are you opting to use a Personal Vehicle? ☐ Yes ☐ No

FLEET VEHICLE USE

If Yes to requesting a fleet vehicle, add pickup/dropoff dates and times.

Anticipated: Pick-Up // :

Drop Off // :

3. Schedule Out Your Travel (day by day breakdown on the Trip Schedule will generate the estimated expense)

Trip Schedule

4. Estimated Expenses

Total Lodging \$0.00 (from Trip Schedule)

Total Meals \$0.00 (from Trip Schedule)

Transportation (if other than fleet)	Amount	Other Expenses	Howpaid	Amount
Personal Vehicle (from Trip Schedule)	\$0.00	Registration		
Rental Car (if applicable)				
Airfare (if applicable)				
Other (shuttle, taxi, train, etc.)				

Total Estimated Expenses: \$0.00

5. Approvals

I certify the above expenses are necessary and for the purpose of my individual state travel. I understand approval of this travel request, and its associated expenses, are not a guarantee all expenses listed will be covered. I am aware all expenses will be reviewed once I return and my reimbursement may be adjusted. Moreover, I acknowledge I am liable for any expenses not covered under the college's travel policy and procedure and also those outlined by state regulations.

Traveler's Signature:

Sign and Submit

Supervisor's/Account Authority

☐ Approved ☐ Corrections Required

Account: -

Signature:

Sign and Submit

Dept Limit: (if applicable)

Additional Account, If Needed

☐ Approved ☐ Corrections Required

Account: -

Signature:

Sign and Submit

Dept Limit: (if applicable)

Additional Account, If Needed

☐ Approved ☐ Corrections Required

Account: -

Signature:

Sign and Submit

Dept Limit: (if applicable)

Tracking Number:

Workstation

- A traveler is considered to be in travel status and eligible for reimbursement of lodging, meals, transportation, and miscellaneous travel expenses when their destination is **more than 35 miles** from **BOTH** their official workstation and their home

Conference Fees

- Conference fees may be charged to a Travel Card or a Procurement Card
- Confirmation of the charge must be retained and submitted with the credit card statement

Transportation

- Fleet vehicles should be used for state travel, if available.
- Drivers must be 18 and must meet the requirements of the License Event Notification System (LENS)
- Fleet reservations may be requested through the Vehicle Reservations system on Sharepoint
- Personal vehicles may be used, and mileage can be reimbursed when a fleet vehicle is unavailable, or a rental is not feasible
- Mileage reimbursement rates are established by the IRS

Rental Vehicles

- Click the direct reservation link:
[Enterprise Reservation Link](#)
- Select SUNY Cobleskill when prompted
- Proceed with your vehicle reservation by entering the pick-up and return location (Enterprise locations are in Albany, Amsterdam, and Oneonta), travel dates, vehicle specifications, and other requested information
- Enter your contact details when prompted, then select Reserve Now to complete your vehicle reservation
- Please always use the designated link above when making a rental vehicle reservation for organization-related travel. Using this link ensures that employees receive our best contracted rental rate and that the reservation is processed as tax exempt

Lodging and Meal Per Diem

- There are two methods for reimbursement
- Method 1 - Unreceipted Method
- Method 2 - Receipted Method



Method 1 – Un-receipted Method

Method 1 - Provides a daily flat rate allowance for meals, lodging and incidental expenses regardless of where lodging is obtained

- | | |
|---|------|
| 1. New York City and Nassau, Suffolk, Rockland and Westchester Counties | \$50 |
| 2. Cities of Albany, Binghamton, Buffalo, Rochester, Syracuse and their respective surrounding metropolitan Areas | \$40 |
| 3. All other locations in New York State | \$35 |
| 4. Out of State (this includes any out of state tax) | \$50 |

Method 2 – Receipted Method

Provides reimbursement for actual lodging AND an allowance for meals based on federal reimbursement rates for the county of lodging

1. Itemized Receipts are REQUIRED for lodging but not for meals
2. Travelers are eligible for the maximum per diems for each day they are in overnight travel status (Includes dinner the first night and breakfast the next day)
3. Travelers may be eligible for an additional breakfast and/or dinner depending on when required to leave and when they return

Lodging Sales Tax

- All NYS Lodging is NYS sales tax exempt
- Travelers must provide a NYS Tax and Finance Exemption Certification, ST-129 when checking in to a hotel
- It is the traveler's responsibility to ensure that sales tax is not charged. The traveler must seek a sales tax adjustment/refund if tax was charged
- The traveler will be personally liable for sales tax charged, and will not be reimbursed for sales tax, and may be required to reimburse the campus for sales tax

New York State Department of Taxation and Finance		ST-129	
Exemption Certificate		(10/00)	
Tax on occupancy of hotel rooms			
This form may only be used by government employees of the United States, New York State, or political subdivisions of New York State.			
Name of hotel, motel, lodging house, etc.		Dates of occupancy From: / / To: / /	
Number and street		City, village, or post office	State ZIP code Country
<i>This is to certify that I, the undersigned, am a representative of the department, agency, or instrumentality of New York State, the United States government, or the political subdivision of New York State indicated below; that the charges for the occupancy at the above establishment on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as a representative or employee of that governmental entity.</i>			
Governmental entity (federal, state, or local)		Agency, department, or division	
Employee name (print or type)	Employee title	Employee signature	Date / /

Instructions for the government representative or employee

If you are on official New York State or federal government business and staying in a hotel or motel:

1. Complete all information requested in the box above.
2. Sign and date this exemption certificate in the box above.
3. Show the operator of the hotel or motel your appropriate and satisfactory identification.
4. Give this completed Form ST-129 to the operator of the establishment.

You may pay your hotel bill with cash, with a personal check or personal credit card, with a government voucher, or with a government credit card.

Please note:

- If, while on official business, you stay at more than one location, you must complete an exemption certificate for each establishment.
- If you are in a group traveling on official business and staying in this particular hotel, each person must complete a separate exemption certificate and give it to the hotel operator.

Caution: Willfully issuing a false or fraudulent certificate with the intent to evade tax is a misdemeanor under section 1817(m) of the Tax Law and section 210.45 of the Penal Law, punishable by a fine of up to \$10,000.

Instructions for the operator of the hotel or motel

Keep this completed Form ST-129, *Exemption Certificate*, as evidence of exempt occupancy by New York State and federal government employees who are on official business and staying at your establishment. You must keep this exemption certificate for at least three years after the later of: 1) the due date of the last sales tax return to which this exemption certificate applies; or 2) the date when you filed the return.

This exemption certificate is valid if the government employee is paying with:

- Cash.
- A personal check or personal credit card.
- A government voucher.
- A government credit card.

Do not accept this certificate unless the representative or employee presenting it shows appropriate and satisfactory identification.

Receipt Information

- Receipts must be itemized
- Alcohol may not be purchased

FRONT PAGE
(202)296-6500

PLEASE LEAVE THIS COPY FOR SERVER

Date: 02/22/2012 Time: 07:18:35 PM
Status: Approved

Card Number:XXXXXXXXXX
Expiration Date:**/**
Swipe/Manual:Swipe
Server:196 CHUCK
Check Number:510324
Table Number:3952
Persons:1

AMOUNT 15.95

I AGREE TO COMPLY WITH
THE CARDHOLDER AGREEMENT

X 

Customer Signature

Please leave this copy for server!!

Welcome to Mel's

Check #: 0001 12/20/11
Server: Josh F 4:38 PM
Table: 7/1 Guests: 2

2 Beef Burgr (@9.95/ea)	19.90
SIDE: Fries	
1 Bud Light	3.79
1 Bud	4.50

Sub-total	28.19
Sales Tax	2.50
TOTAL	30.69

Balance Due	30.69

Thank you for your patronage!

Examples of unacceptable receipts

Acceptable Receipt Example

- Itemized
- No alcohol purchased
- Tax is acceptable only when charged out of state



Request to Exceed Maximum Lodging Rate

- If you are attending an event where the lodging rate exceeds the maximum lodging rate, please fill out the Request to Exceed Maximum Lodging Rate form available on our website
- Travelers must obtain prior approval from the Business and Fiscal Affairs office to exceed the lodging rate
- Justification must accompany the request

Non-Reimbursable Expenses

- Parking tickets
- Speeding tickets
- Laundry service
- Valet service
- Seat upgrades
- New York State Taxes
- Personal charges
- Fees associated with flight or train changes for personal reasons
- Personal travel passports and travel VISAs

Day Trip Reimbursements

- Travelers may be reimbursed for breakfast and/or dinner for day trips based on departure and return times. (One hour before normal work time, and two hours later the normal work ending time)

Breakfast reimbursement - \$5.00

Dinner reimbursement - \$12.00

- Day Trip Reimbursements are reportable as income to the IRS

Travel Vouchers

- Travel voucher can be found on the third page of the Etrav Form
- Travelers must complete a Travel Voucher when seeking reimbursement as a result of work-related travel
- All receipts must be attached to the Travel Voucher
- Travelers may not be reimbursed for any travel expenses prior to their departure date and may not be reimbursed for lodging rates that exceed the maximum per diem rate

Travel Vouchers Continued

- If a traveler used both a travel card, and seeks reimbursement for expenses, the traveler must copy the receipts
- Travel Vouchers should be completed and provided to the Business and Fiscal Affairs Office **within 10 Business Days** after the trip has ended to ensure a timely reimbursement
- Reimbursements will be completed through a direct deposit to the account on file with the Payroll office. Reimbursement will be deposited separate from your paycheck

Business and Fiscal Affairs Website

- Please visit the Business and Fiscal Affairs Travel webpage for forms or more information
- Email businessaffairs@cobleskill.edu for any questions or additional trainings



Questions?