

TRAVEL VOUCHER & STATE TRAVEL CARD RECONCILIATION FORM
Buffalo State University

Traveler must fill in Orange highlighted areas.

To submit electronically, complete worksheet in Excel and Print to PDF for digital signature. Include scanned copies of all necessary supporting documentation.

Originating Agency SUNY Buffalo State		Agency Code 28160	Int Eligible (Y/N) N	Liability Date (MM / DD / YY)	Payee Amount -
Payment Date (MM / DD / YY)		IRS Code	Account(s) to be charged		Voucher #
NYS Employee ID Number NO1234567		Negotiating Unit Code 08 UUP	Home Residence (City Only) Anytown	Fiscal Year 23/24	
Payee Name (Last) Codrick		(First-FULL) Mary	(MI) E	Suffix	Travel Authorization <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Legal Address (on file with Human Resources) 123 Anywhere St.			Cardholder's Name		
City Anytown	State NY	Zip 12345	Last 4 Digits of Travel Card	Travel Card Statement Date (mm/dd/yy)	
Start Location (MUST include Street, City, State, & Zip) 123 Anywhere St. Anytown, NY 12345			Departure Date (mm/dd/yy) 09/01/23	Time 9	<input type="checkbox"/> AM <input type="checkbox"/> PM
Destination Location (MUST include Street, City, State & Zip) Topestry HS 65 GreatArrow Bv Cato, NY 14216			Return Date (mm/dd/yy) 09/29/23	Time 11:35	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
Purpose of Travel super vise student teachers					

	UNSPC Code/Obj. Code	Travel Card Expense Amount	Amount Due to Traveler
Transportation:			
Airfare (inclusive of Booking and/or Baggage Fees)	78111502/542150		
Train	78111600/542250		
Bus	78111803/540030		
Vehicle Rental	78111808/541500		
Fuel for Rental Vehicle	78111808/541500		
Personal Vehicle Mileage (attach AC 160 Mileage Statement)			
AC 160 Mileage Statement	48 miles @ 0.695 per mile	25101503/543000	31.44
Transportation Subtotal:			31.44

Lodging:


<input type="text"/>	Days	@	<input type="text"/>	State Rate	<input type="text"/>	-
<input type="text"/>	Days	@	<input type="text"/>	State Rate	<input type="text"/>	-
<input type="text"/>	Days	@	<input type="text"/>	Other than State Rate (Attach Over-the- 90111801/ Max Justification)	542040	-
Lodging Subtotal:						-

Meals:

M&IE Total \$ Rate	# Days	Breakfasts @	Dinners @	# Days	Dinners @	Meals Subtotal:
Per Diem Rate	-	-	-		-	-
Per Diem Rate		-	-		-	-
Other Than Per Diem Rate		-	-		-	-
90101501/542000						-

Miscellaneous Expenses:

Parking	78111807/540020	-	-
Tolls	78111800/540020	-	-
Taxi/Shuttle/Rideshare	78111804/540020	-	-
Public Transit	78111600/542250	-	-
Registration/Conference Fees:	90111601/550020	-	-
Other:		-	-
Miscellaneous Subtotal:		-	-

CARDHOLDER AND/OR PAYEE'S CERTIFICATION			Total Travel Card Charges	Total Reimbursement Due to Traveler
I hereby certify that the above account and schedules annexed are just, true and correct; that no part thereof has been paid, except as stated therein, and that the balance therein stated is actually due owing, and that the amounts				
	Admin Asst-1	092923	-	\$ 31.44
Traveler's Signature	Official Title	Date	OR	
SUPERVISOR'S CERTIFICATION			Traveler's Total Trip Allowance	
I, the claimant's supervisor, certify that this account has been examined and, to the best of my knowledge and belief, the amounts claimed therein were necessary for the performance of the claimant's authorized duties.				
Submit to CHASE 222 FOR TCO signature			Total Amount Due from Traveler	
Supervisor Approval	Title	Date	Attach personal check payable to: Buffalo State	

**New York State
Statement of Automobile Travel**
Attach to Travel Voucher

Traveler Mary Codick

Department Teacher Certification

Account No. _____

Date	Origin	Destination	Time of		Miles Traveled
			Departure	Arrival	
09/01/23	home - 123 Anywhere St. Anytown NY 12345	Holmes 365 Dupont Tonawanda NY 14150	9 am	9:05	3
09/01/23	Holmes	BSU - 1300 Elmwood Buffalo, NY 14222	10:30 am	10:40	6
09/06/23	home	Depew, N.S. 5201 S. Transit Depew, NY 14043	8:30 am	9 am	13
09/06/23	Depew, N.S.	BSU	10 am	10:20 am	13
09/06/23	BSU	Tapestry HS 65 Great Arrow Buffalo NY 14216	1 pm	1:05 pm	2
09/06/23	Tapestry HS	home	2:30 pm	2:40 pm	2
9/08/23	home	Holmes	9 am	9:05	3
9/08/23	Holmes	Tapestry HS	10 am	10:15 am	4
9/08/23	Tapestry HS	BSU	11:30 am	11:35 am	2
Comments: Enter Total Miles from this Statement on NYS Travel Voucher Form					Total Miles * <u>48</u>

This form is available online at: <https://travelservices.buffalostate.edu/forms-and-links> * Entries are rounded to the nearest mile.

I hereby certify that the travel indicated was necessary and on official business.

Signature of Traveler