
Policy: Travel Policy
Policy No: 3.26
Approved: Board of Trustees, March 2006
Revised: Board of Trustees, July 2024

TRAVEL POLICY

SUNY Sullivan supports employees traveling on behalf of or for the benefit of the college for items such as, professional development, networking business meetings and conferences to the extent funds are budgeted. All forms referenced in this policy can be found on the College shared drive.

- a. All travel authorizations shall be submitted prior to the trip. Please use the form "Request for Travel & Reimbursement".
- b. A Request for Short-Term Leave form shall be submitted prior to trip.
- c. A Vehicle Reservation form shall be submitted prior to trip.
- d. If the trip requires that the traveler receive a cash advance for related expenses, please use the form "FSA Travel Advance".
- e. Travel authorization/reimbursements up to \$500 must be approved by the supervisor or department head.
- f. Travel authorizations/reimbursements between \$500-\$1,000, must be approved by the supervisor/department head and the appropriate Vice President.
- g. All travel authorizations/reimbursements in excess of \$1,000 must be approved by the President.

Requests for travel reimbursements should be submitted after the trip in a timely manner.

Mileage

The mileage rate for use of private cars for professional travel will be consistent with the prevailing rate per mile being used for County employees.

Per Diem Allowance

The maximum allowance per diem for meals is \$44-\$47 as follows:

	Metropolitan Area	Other Areas
Breakfast	\$ 10.00	\$ 9.00
Lunch	\$ 12.00	\$ 11.00
Dinner	\$ 25.00	\$ 24.00

In addition, an allowance of \$5.00 per week for incidental expenses is authorized for personnel on business travel which requires them to be away from home for four (4) days or longer.