NTL Travel & Expense Business Guidelines

June, 2020

Overall T&E

Now that the NTL Travel & Expense module are operational for all NTL business units with the exception of Foundations (as of July 1, 2020), colleges must submit expense reports for events occurring in fiscal year 2021 in the CUNYfirst Travel & Expense module. No travel events or expense reimbursements with expense dates prior to July 1, 2020 should be processed through the NTL Travel & Expense module.

NTL Local Travel

Local travel for CUNY business – e.g. local subway fare, reasonable taxi fare, local mileage – does not require the submission of a Travel Authorization in the CUNYfirst Travel & Expense module in advance of travel. These local travel expenses are reimbursable.

- **Note** that local meals are not reimbursable.

Recruiting Expenses

Employees who travel regularly for recruiting purposes should submit a Travel Authorization for the month with detailed estimates of the reimbursable expenses for each recruiting trip including date, starting and ending locations, and estimated expense (public transportation, mileage, etc.).

At the end of each month, this Travel Authorization can be copied to an Expense Report and the actual expenses modified as necessary.

Travel Cash Advances for Students

There may be situations where colleges have a need to issue travel cash advances to students. The following business process must be followed for student travel cash advances:

1. The student must be entered into the CUNYfirst Finance pillar as a POI to be eligible to receive a travel cash advance. Work with the college HR staff to create the POI record.
2. The student must be entered as an expense user in the Travel & Expense module by the T&E Administrator and a proxy assigned who will be responsible for creating the request for a Travel Cash Advance in CUNYfirst on behalf of the student.
3. When the travel event is completed, the proxy is responsible for creating the Expense Report in CUNYfirst on behalf of the student.
4. In the event that the reimbursable expenses for the student are less than the amount of the Travel Cash advance, the proxy should ensure that the student reimburses the college through a payment at the Bursar's Office. Notification that the repayment has been made and the check cleared, if appropriate, is a pre-requisite for the final approval of the Expense Report.

Copying Travel Authorizations to Expense Reports

Travel Authorizations, when successfully budget checked and approved, encumber funds for the TA.

When copying a Travel Authorization to an Expense Report, there are situations where budget checking the Expense Report does not appear to take the encumbrance into consideration. This often results in a requirement for additional budget in order to successfully process the Expense Report.

There are two scenarios where this may occur:

1. The Travel Authorization when copied to an Expense Report has lines where the Payment Type is NTL EMPL Paid.
   - An employee deletes a line that has been copied from a TA to correct the Expense type. In this situation, the budget required will be equal to the deleted line plus the new line.

   SOLUTION: DO NOT DELETE THE LINE COPIED FROM THE TRAVEL AUTHORIZATION. Instead, change the Payment Type for the line copied from the Travel Authorization to NTL Non-Reimb and add a new line or lines. In this case, only the delta between the amount of the original line and the new line or lines will be required as incremental budget.

2. The Travel Authorization when copied to an Expense Report has lines where the Payment Type is NTL EMPL Paid.
   - An employee needs to increase a line that was originally copied from the Travel Authorization and add more lines to the Expense Report.

   SOLUTION: DO NOT DELETE THE LINE COPIED FROM THE TRAVEL AUTHORIZATION. Instead, increase the line and add the new lines. Additional budget will only be required for any additional amounts beyond what was encumbered for the Travel Authorization.