

Process A: For Faculty Requesting Travel Funds Prior to the Call for Applications for the OAA Travel Fund

Step 1

Faculty should speak with their department chairperson as soon as possible and request department funds. If funds are assigned, the department chairperson will inform faculty of the amount allocated.

Step 2

An [OAA Travel Request Form](#) should be completed, signed by the chairperson and submitted to OAA. The form serves as confirmation of the chairperson's allocation and also allows the faculty member to request additional funding should their request exceed the amount the chairperson has assigned. Faculty who are submitting forms that include requests for OAA Funds should note that award decisions for the OAA Fund will not be sent until approximately two weeks after the call for applications.

Step 3

After the OAA Travel Request Form has been submitted, faculty must immediately create a CUNYfirst Travel Authorization Request. The authorization request should be created for the amount approved by the department chair and **must be created at least two weeks before the activity.**

Step 4

Immediately after the activity, faculty must create a CUNYfirst Travel Expense Report to initiate reimbursement. The report should be created no later than two weeks after the activity and must include:

- Itemized receipts
- Conference literature (i.e. program and/or agenda).
- Travel authorization

(At the start of your report you will be offered the option of linking a travel authorization. Simply select the relevant authorization.)

It is important to note that reimbursement is not provided for food purchased during hours when meals are served as part of a conference program.

If the expense report is created **prior** to receipt of award decisions for the OAA Fund, the expense request should only be for the **amount allocated from the department chairperson.**

If the expense report is created **after** receipt of award decisions for the OAA Travel Fund, the travel expense report should be created for the **combined amount of both the department award and the OAA award.**

Step 5

If faculty are assigned additional funds from the OAA Travel Fund after the first CUNYfirst Travel Expense Report has been created, faculty must create a second expense report for the amount assigned from OAA.

Step 6

After the Travel Expense Report has received all needed approvals, faculty will receive an email from the Bursar's Office when the reimbursement check is available.