

Process B: For Faculty Requesting Travel Funds After Receipt of OAA Supplemental Travel Fund Award Decisions

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. On the form, faculty should indicate how much is being requested from the OAA Supplemental Travel Fund.

Step 3

Faculty must create a CUNYfirst Travel Authorization Request for the combined amount allocated from the department funds and the OAA Fund. The authorization request **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.

Step 5

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.