

**Please read Travel and Meals Expense Policy and information below. This applies to all traveling on official business (non-local travel only).**

The current Mount Sinai Travel and Meal Policy can be found attached/here: [travelpolicy.pdf \(mssm.edu\)](https://www.mountsinai.org/~/media/Files/Travel%20Policy.pdf)

BEFORE THE TRAVELER GOES ON THE TRIP...

1. Traveler (or a Requester on behalf of the Traveler) submits a TRAVEL REQUEST.
2. Travel requests must be submitted before travel takes place if it is 75 miles away from the campus.
3. Request is approved by any or all of the following: · Fund Owner (depending upon fund policies) · Department (depending upon departmental policies) · Dean's Office (for foreign travel) · Finance (depending upon policies)
4. Once the Travel Request is approved, Finance Department issues checks for any prepayments and advances - students, residents and fellows are allowed an advance while processing a travel request, option is available there. If the Traveler is submitting the Travel Request only to be covered by Mount Sinai's travel insurance, the request goes through the approvals and no subsequent voucher is necessary.

AFTER THE TRAVEL IS COMPLETED.....

1. The Requester submits a TRAVEL VOUCHER to Finance.
2. RECEIPTS: All receipts should be saved in a single pdf file and attached to the voucher for reimbursement, not travel request. Meal receipts up to the listed per diem below, do not require a receipt:

Neuroscience Department Policy Per Diem:

Faculty - \$70

Research Faculty and Instructors – \$50

Trainees/non-faculty - \$50

Once travel voucher is approved, an Employee Reimbursement will be generated instead of a check request.

### **ADDITIONAL FAQS:**

TRAVEL ARRANGEMENTS:

Axiom For all Business

Can be used to book airfare (charged to fund #), hotel (charged to personal credit card) and car rental (charged to personal credit card)

Travel arrangements prior to travel, please visit the Mount Sinai Business Travel website, Axiom:

<https://mountsinaitravel.axo20.com>

For help booking online and/or questions please contact: Glenda Sandoval

Axiom Program Administrator

Tel: 646-605-4066

[glenda.sandoval@mountsinai.org](mailto:glenda.sandoval@mountsinai.org)

Please attach Axiom generated itinerary / purchases to Travel Voucher.

EMPLOYEE REIMBURSEMENTS:

- Registration fees can be submitted as an employee reimbursement. Registration fee can be charged on a grant instead of seed account. If charging to grant, Initiate travel request for the conference so that the reimbursement request can be cross referenced to the travel request number.
- Membership dues can only be reimbursed via employee reimbursement and should be on PI's seed account.
- Abstracts and posters can only be submitted as employee reimbursement, not travel requests, and should be charged to the grant where the travel is requested.

## TRAVEL REQUESTS

- TRAINEE ADVANCES: Advance checks can only be claimed by students and postdocs, please try not to over-estimate to avoid paying back to finance after TV.
- Travel insurance is automatically provided when TR is created, that is why even if travelers do not claim any expenses, we require all travelers to submit a TR for insurance purposes. Additional travel insurance cannot be reimbursed.
- The grant on the travel request must be where your salary is charged. If you currently hold a T award or K award, your travel must be either charged to your award or under your PI's seed account.

## TRAVEL VOUCHER / SUBMITTING RECEIPTS:

- Travel reimbursement cannot be put in using employee reimbursement, it must be using a travel voucher
- All invoices and bank statements need to be cross-checked,
- Travelers should list expenses on the actual date used – not bunched together. For example, taxis on 10/11/22 should be on 10/11/22; not all added up together.
- Airfare should be to and from the conference/event and NY. If travelers plan to make other stops or travel from another location other than NY/NJ, travelers should prepare a quote in advance to compare the actual cost paid and the cost it would have been from NY to destination.
- Finance can only reimburse economy class if the medically upgraded seat is needed, a doctor's note is required.
- When using personal cars, travelers should claim mileage. As of 7/1/23, the mileage rate is 0.655/mile. Mileage includes gas – gas should not be claimed. Mileage rate can be checked here <https://www.irs.gov/taxprofessionals/standard-mileage-rates>
- For rental cars, travelers may claim gas + rental car amount. For both methods, travelers can claim tolls and parking.
- Sharing hotel rooms, Airbnb, and rental houses is encouraged. There are two ways to claim shared expenses.
  - o One person who paid for the expenses can claim the full amount, make sure to list the person you are sharing with.
  - o One person pays for the expenses and the other travelers will reimburse the payee back. If the other travelers reimburse the payee before submitting the TV, then please make sure that they submit proof of payment to the payee on the TV. (c/c screenshot/venmo screenshot). The person you are sharing with also needs to be listed.

- Room service, taxi to dinner during travel, and tips for hotel bellman are all included in the per diem charge. If per diem is already provided, travelers should not claim the full per diem. Hotels sometimes provide breakfast or conferences provide meals, these meal items should be excluded when claiming per diem. \$16.00 for breakfast; \$17.00 for lunch; \$37.00 for dinner.
- Please note, disregard below comment at top of travel voucher, since we upload all attachments as a PDF now, this is not necessary. Payment will be processed once fully reviewed/approved by all required: Attention Requester - Please Print this Voucher and send it to Accounts Payable at Box 1662 with attached documentation.

#### FOREIGN TRAVEL:

- When traveling internationally you must use fly American act airline if charged on federal grant. a list of companies can be searched here. [transportation.gov](http://transportation.gov)
- If foreign travel, a detailed justification of how it's related to the project is needed if it's charged on the grant.
- For foreign exchange rates, please use the rate on the date of your travel, and the dollar amount must be indicated on the invoice. Travelers can use [oanda.com](http://oanda.com) by the actual date of receipt.
- The foreign transaction fee is allowed on TV.
- Canada is considered as Domestic travel.