

The City College of New York

FROM CCNY FINANCE: Travel Guidance Procedures 6.6.2022

Dear College Community,

As the College enters another new phase of the COVID-19 pandemic and the University permits faculty, students, and staff to travel, the Finance Office would like to remind you that the University's policies on how to plan a trip is in effect. Policies on how to book, pay, and request payment for all aspects of your trip, funded through both tax levy and non-tax levy (i.e. Bursar Special, Trust and Gifts, SSC, AEC, and City College Center for the Arts) sources, can be found on the College's updated [Travel and Expense webpage](#). Note that these rules do not apply to The Foundation for City College, Inc, which may have its own policies related to travel.

Chief among these policies is the use of Concur, as the University's primary travel agent, for your trip. At Concur you will be able to book airplane tickets and hotel rooms based on rates determined by the United States General Services Administration (GSA). Instructions on how to create an account (if you already do not have one) and use the site, can be found on the [webpage](#). Expenses through Concur do not need to be paid out of pocket if you are issued a tax levy travel card. However, we also recommend that you familiarize yourself with how to request reimbursement for meals and miscellaneous incidentals (i.e. entrance fees and taxi/Uber/Lyft rides). Expenses that exceed travel limits or for unauthorized travel expenses may be at risk for not being reimbursed. Additionally, pursuant to NYS Governor Hochul's Executive Orders, travel to certain states is strictly prohibited unless for life or safety (e.g. Mississippi).

Lastly, the Finance Office also recommends that authorized College personnel continue to monitor the [University's website](#) for updated guidance on both domestic and international travel as these supplemental policies are routinely reassessed on conditions resulting from the COVID-19 pandemic.

Thank you for your continued cooperation.

Best,
AP and Financial Accounting Teams