

College of Staten Island – City University of New York Travel Guidelines – FY 2026

1. Applicability: These guidelines are applicable to all travel reimbursements submitted through CUNYFirst.
2. Eligibility: Eligible expenses must be in compliance with CUNY's Travel Policy (attached).
3. Key Planning guidelines:
 - a. If an employee is new or has never submitted for travel reimbursement, they will need to fill out the CUNYFirst access form (attached) to be added to the system. This should be completed in advance as it takes time to be added to the system;
 - b. Encumbrance of funding prior to travel - Travel authorization **must** be created and **approved** in CUNYfirst **prior** to dates of travel. The approved travel authorization created in CUNYfirst ensures the funds are available to reimburse the employee. If the travel authorization is not approved before the dates of travel, it will not be able to be approved and will generate an error message in CUNYFirst. If this occurs, please delete the travel authorization in CUNYFirst and fill out the paper version of the form and have it attached to the expense report (attached);
 - c. All travel must be completed no later than June 30th of every year;
 - d. All reimbursements (Expense Reports) must be submitted and fully approved with all required documentation (see attached checklist) in CUNYFirst within **15** business days after the end of the travel event;
 - e. For travel occurring in June 2026, expense reports must be submitted and fully approved no later than July 2, 2026;
 - f. Budget chartfields should be reviewed and verified on all travel authorizations and expense reports. Travel reimbursements should be coded to **Program Code 10061** (screenshot attached);
 - g. Ensure that your Expense Report is submitted within the Fiscal Year that it occurred. Prior year expense are ineligible for reimbursement.;
 - h. Unspent travel funds will not be carried forward to the next fiscal year.
4. Technical Assistance: Submit all questions or inquires to TravellInquiries@csi.cuny.edu.