



The State University
of New York

TRAVEL GUIDELINES

SUNY Travel Guidelines & Policy

The purpose of the SUNY traveler's policy guide is to help System Administration employees understand travel rules and regulations and to provide instructions on how to be reimbursed for their expenses. As an employee traveling on business for the State University of New York, you are performing a valuable service. At the same time, it is your responsibility to spend this travel money as efficiently and economically as possible. The basic rule to remember is that only **actual, necessary and reasonable** business expenses will be reimbursed.

When making travel arrangements, you should check to see if there is an OGS Contract for the type of travel related services that you need. Currently OGS has contracts for car rentals, airfare, and centralized travel agent services, both statewide and regional. Links to this information are contained within this guide.

MORE INFORMATION:

For questions related to travel policy, contact [Joseph Trumpler](#) in the Office of Business Operations and Procurement.

For details and information on travel guidelines and policy, log on to [SUNY Blue](#).