

Directions for Submitting Travel Reimbursement for Network Team Institute Participants

NOTE: Only individual Network Team Institute participants that paid for their own travel expenses may be reimbursed and not a BOCES.

1. Fill out the Statement of Automobile Travel form (only if you used your personal vehicle for travel).
 - a. Fill out the travel dates in the spaces provided
 - b. Fill out the departure and arrival cities for each day of travel
 - c. Fill out the departure and arrival times for each day of travel
 - d. Fill out the number of miles for each day of travel

2. Fill out the Standard Voucher form
 - a. Fill out the left portion of the bolded box on the top (payee id, name and address)
 - b. Enter your Social Security number under Payee Id*
 - c. In the description area enter dates of travel and what services you are requesting reimbursement for (train fare, cab fare, tolls, parking and mileage)
 - d. SED does not reimburse the traveler for meal costs as they are included in the registration fee.
 - e. SED does not reimburse the traveler for hotel accommodations. Single hotel room charges are the responsibility of the participant as stated on the registration form.
 - f. This form must be signed in ink and submitted with an original signature as this is a requirement for approval.
 - g. SED does not reimburse for gas. The traveler is reimbursed for mileage at the rate of 56.5 cents per mile.

3. Be sure to attach any and all receipts for cab fare, train fare, tolls and parking as SED cannot reimburse without proper receipts. If you have EZ Pass, a copy of your statement with the tolls highlighted will be sufficient.

4. Mail all completed forms to:

Christine Dunigan
Room 319 EB
89 Washington Ave.
Albany, NY 12234

5. Allow 8-12 weeks for processing of your reimbursement provided submission is complete.

**Social Security Number is required on the Standard Voucher in order for payment to be processed.*