

Travel Reimbursement Quick Guide According to Funding Source

	State		RF		UBF	
	UB Employee	Non-Employee	UB Employee	Non-UB Employee	UB Employee	Non-Employee
Airfare	Pay out-of-pocket and be reimbursed via Concur 100% before trip*	Pay with NET (Non-Employee Travel) card	Set up BTA with travel agency Stovroff & Taylor. Don't have a BTA? Set one up with Meg Mitchell, Director of Travel Financial Management	Set up BTA with travel agency Stovroff & Taylor. Don't have a BTA? Set one up with Meg Mitchell, Director of Travel Financial Management	Use UBF American Express Card or Pay out- of-pocket and be reimbursed 100% via Concur before trip*	Use UBF American Express Card or Pay out-of-pocket and be reimbursed 100% via Concur before trip*
Lodging	Pay out-of-pocket and submit for reimbursement via Concur upon conclusion of trip*	Use one of the UB sponsored hotels for local lodging only to set up a direct bill and book reservations with that hotel. They will bill the department after the visit*	Pay out-of-pocket and submit for reimbursement via Concur upon conclusion of trip*	Use one of the UB sponsored hotels for local lodging only to set up a direct bill and book reservations with that hotel. They will bill the department after the visit*	Use UBF AmEx Card or Pay out-of-pocket and be reimbursed via Concur upon conclusion of trip*	Use UBF AmEX Card or use one of the UB sponsored hotels for local lodging only to set up a direct bill and book reservations with that hotel. They will bill the department after the visit*
Car Rental	NYS has contracted with Enterprise and National. This contract can be used for UB business travel. Employees can obtain a discount by booking directly on UB's car rental website . They must pay out-of-pocket and can submit for reimbursement via Concur upon conclusion of trip*	Department Contact can use Enterprise Rent-A-Car or National Car Rental and have them direct bill the department for non-employee's rental car. -or- Pay out-of-pocket and submit for reimbursement via Department upon conclusion of trip	NYS has contracted with Enterprise and National. This contract can be used for UB business travel. Employees can obtain a discount by booking directly on UB's car rental website . They must pay out-of-pocket and can submit for reimbursement via Concur upon conclusion of trip*	Department Contact can use Enterprise Rent-A-Car or National Car Rental and have them direct bill the department for non-employee's rental car. -or- Pay out-of-pocket and submit for reimbursement via Department upon conclusion of trip	NYS has contracted with Enterprise and National. This contract can be used for UB business travel. Employees can obtain a discount by booking directly on UB's car rental website . They must pay out-of-pocket and can submit for reimbursement via Concur upon conclusion of trip* -or- Use UBF American Express Card	Department Contact can use Enterprise Rent-A-Car or National Car Rental and have them direct bill the department for non-employee's rental car. -or- Pay out-of-pocket and submit for reimbursement via Department upon conclusion of trip -or- Use UBF American Express Card
Parking	Pay out-of-pocket and submit for reimbursement via Concur upon conclusion of trip*	Pay out-of-pocket and submit for reimbursement via Department upon conclusion of trip	Pay out-of-pocket and submit for reimbursement via Concur upon conclusion of trip*	Pay out-of-pocket and submit for reimbursement via Department upon conclusion of trip	Use UBF American Express Card or Pay out- of-pocket and be reimbursed via Concur upon conclusion of the trip*	Pay out-of-pocket and be reimbursed via Department upon conclusion of trip
Mileage	Accumulate Mileage and be reimbursed via Concur upon conclusion of trip*	Accumulate Mileage and be reimbursed via Department upon conclusion of trip	Accumulate Mileage and be reimbursed via Concur upon conclusion of trip*	Accumulate Mileage and be reimbursed via Department upon conclusion of trip	Accumulate Mileage and be reimbursed via Concur upon conclusion of trip*	Accumulate Mileage and be reimbursed via Department upon conclusion of trip

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Meal Per Diem	Collect Per Diem for breakfast and dinner upon conclusion of trip and submit in Concur . See CONUS website for destination per diem amounts*	Obtain Pre-Paid Meal Card to pay Per Diems	Collect Per Diem for breakfast and dinner upon conclusion of trip and submit in Concur . See CONUS website for destination per diem amounts*	Obtain Pre-Paid Meal Card to pay Per Diems	Collect Per Diem for breakfast and dinner upon conclusion of trip and submit in Concur . See CONUS website for destination per diem amounts*	Obtain Pre-Paid Meal Card to pay Per Diems
Registration Fee	Use State Pcard or pay out-of-pocket and be reimbursed via Concur upon conclusion of trip*	Use State Pcard or pay out-of-pocket and be reimbursed via Department upon conclusion of trip*	Use RF AmEx or pay out-of-pocket and be reimbursed via Concur upon conclusion of trip*	Use RF AmEx or pay out-of-pocket and be reimbursed via Department upon conclusion of trip*	UBF American Express Card or Pay out-of-pocket and be reimbursed 100% via Concur before trip*	UBF American Express Card or Pay out-of-pocket and be reimbursed 100% via Department before trip*

*Use the Reimbursement and Procurement (RP) Team to [submit your travel reimbursements or pay the hotel direct bill](#) on your behalf.