



Domestic Travel Template Chart

Expense Item	Project Expenditure Type	Description	Policy	Require Receipt Above	Justification Required	Detail Required
Mileage	TRV Dom Personal Car Mileage	Actual personal car mileage (taxable) within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	IRS Standard Mileage Rate	n/a	Only with Violation	N/A
Lodging	TRV Dom Lodging Actual	Costs of actual lodging outside of the United States and its territories and possessions.	Lodging Rates	0.00	Only with Violation – Over the per diem for county.	Yes - County Location; - Hotel/Motel Merchant
Domestic Airfare	TRV Dom Air Fare	Costs of airfare outside of the United States and its territories and possessions.	Airfare Ticket Class	0.00	Only with Violation – All ticket classes except coach	Yes -Type of Travel -Class of Ticket -Domestic Airline
Meals Actual	TRV Dom Meals Actual	Actual costs of meals within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	n/a	0.00	Always	Yes -Itemize for all meals
Car Rental	TRV Dom Rental Cars	Costs of rental car expenses within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	n/a	0.00	Always	Yes -Car Rental Company
PerDiem Lodging&Meals-Method 1	TRV Dom Per Diem	Costs of lodging and meals at a per diem rate within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	Per Diem Lodging and Meals-Method 1	n/a	Only with Violation	Yes -Deduction of meals provided -County Location
Per Diem Meal Rates–Method 2	TRV Dom Meals Per Diem	Costs of meals (taxable) at a per diem rate within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	Per Diem Meal Rates–Method 2	n/a	Only with Violation	Yes -Deduction of meals provided -County Location
Taxi	TRV Dom Travel Other	Costs of all other taxable travel expenses within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor	Justification Required over \$75	75.00	Only with Violation	No



Expense Item	Project Expenditure Type	Description	Policy	Require Receipt Above	Justification Required	Detail Required
Bus	TRV Dom Travel Other	Costs of all other taxable travel expenses within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	Justification Required over \$75	75.00	Only with Violation	No
Subway	TRV Dom Travel Other	Costs of all other taxable travel expenses within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	Justification Required over \$75	75.00	Only with Violation	No
Shuttle	TRV Dom Travel Other	Costs of all other taxable travel expenses within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	Justification Required over \$75	75.00	Only with Violation	No
Parking	TRV Dom Travel Other	Costs of all other taxable travel expenses within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	Justification Required over \$75	75.00	Only with Violation	No
Ferry	TRV Dom Travel Other	Costs of all other taxable travel expenses within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	Justification Required over \$75	75.00	Only with Violation	No
Gas/Fuel	TRV Dom Travel Other	Costs of all other taxable travel expenses within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	Justification Required over \$75	75.00	Only with violoation	No
Miscellaneous Travel	TRV Dom Travel Other	Costs of all other taxable travel expenses within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	Justification Required over \$75	75.00	Only with Violation	No



Expense Item	Project Expenditure Type	Description	Policy	Require Receipt Above	Justification Required	Detail Required
Miscellaneous (Personal Car Mileage)	TRV Dom Personal Car Mileage	Actual personal car mileage (taxable) within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	n/a	n/a	Always	No
Train	TRV Dom Train Fare	Costs of train fare within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	Justification Required over \$75	75.00	Only with Violation	No
Tolls	TRV Dom Travel Other	Costs of all other taxable travel expenses within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	Justification Required over \$75	75.00	Only with Violation	No
Phone	TRV Dom Travel Other	Costs of all other taxable travel expenses within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	n/a	75.00	Always	No
Prepaid Expenses(airfare,hotel,car)	TRV Dom Travel Other	Costs of all other taxable travel expenses within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	n/a	n/a	Always	No
Unallowable	TRV Unallowable Travel	Travel costs that the sponsor will not pay for or allow.	n/a	0.00	Always	No
Conference Registration Fees	CFR Conf Registration Fees	Conference registration fees.	n/a	0.00	Always	N/A
Membership Fees	CFR Membership Fees	Membership fees associated with conferences or training.	n/a	0.00	Always	N/A
Meeting Expenses	CFR Meeting Expenses	Conference or training meetings.	n/a	0.00	Always	N/A
Staff Training Fees	CFR Staff Training Fees	Staff training fees associated with conferences or training.	n/a	0.00	Always	N/A
Page Costs	PPP Page Cost	Publishing an article in a professional	n/a	0.00	Always	N/A



Expense Item	Project Expenditure Type	Description	Policy	Require Receipt Above	Justification Required	Detail Required
Postage	PPP Postage	Postage for mailings.	n/a	0.00	Always	N/A
Books and periodicals	SUP Books and Periodicals	Subscriptions to journals, a print or prints of a published book or pamphlet, and similar purchases of existing publications, including books for students.	n/a	0.00	Always	N/A
Supplies	SUP Other Supplies	Costs related to supplies that are not otherwise classified.	n/a	0.00	Always	N/A



Foreign Travel Template Chart

Expense Item	Project Expenditure Type	Description	Policy	Require Receipt Above	Justification Required	Detail Required
Mileage	TRV Dom Personal Car Mileage	Actual personal car mileage (taxable) within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	IRS Standard Mileage Rate	na	No	na
Miscellaneous (Personal Car Mileage)	TRV Dom Personal Car Mileage	Actual personal car mileage (taxable) within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	n/a	n/a	Always	N- Miscellaneous (Personal Car Mileage)
Foreign Lodging	TRV Foreign Lodging Actual	Costs of actual lodging outside of the United States and its territories and possessions.	na	0.00	No	Yes - County Location; - Hotel/Motel Merchant
Foreign Airfare	TRV Foreign Air Fare	Costs of airfare outside of the United States and its territories and possessions.	Airfare Ticket class	0.00	Only with violation	Yes -Type of Travel -Class of Ticket -Domestic Airline
Car Rental	TRV Foreign Rental cars	Costs of trainfare outside of the United States and its territories and possessions.	n/a	0.00	Always	Yes -Car Rental Company
Per Diem Meal Rates– Method 2	TRV Foreign Meals Per Diem	Costs of meals at a per diem rate outside of the United States and its territories and possessions.	n/a	n/a	No	
Meals Actual	TRV Foreign Meals Actual	Actual costs of meals outside of the United States and its territories and possessions.	n/a	0.00	Always	Yes -Meals Actual
Per Diem Lodging&Meals- Method 1	TRV Foreign Per Diem	Costs of lodging and meals at a per diem rate outside of the United States and its territories and possessions.	n/a	n/a	No	
Taxi	TRV Foreign Travel Other	Costs relating to foreign travel not allocated in the minor category Foreign Travel.	Justification Required over \$75	75.00	Only with Violation	No



Expense Item	Project Expenditure Type	Description	Policy	Require Receipt Above	Justification Required	Detail Required
Parking	TRV Foreign Travel Other	Costs relating to foreign travel not allocated in the minor category Foreign Travel.	Justification Required over \$75	75.00	Only with Violation	No
Bus	TRV Foreign Travel Other	Costs relating to foreign travel not allocated in the minor category Foreign Travel.	Justification Required over \$75	75.00	Only with Violation	N/A
Subway	TRV Foreign Travel Other	Costs relating to foreign travel not allocated in the minor category Foreign Travel.	Justification Required over \$75	75.00	Only with Violation	N/A
Miscellaneous Travel	TRV Foreign Travel Other	Costs relating to foreign travel not allocated in the minor category Foreign Travel.	Justification Required over \$75	75.00	Always	No
Train	TRV Foreign Train Fare	Costs of train fare outside of the United States and its territories and possessions.	Justification Required over \$75	75.00	Only with Violation	Train
Phone	TRV Foreign Travel Other	Costs relating to foreign travel not allocated in the minor category Foreign Travel.	n/a	75.00	Always	Phone
Prepaid Expenses(airfare,hotel,car)	TRV Foreign Travel	Costs of traveling outside of the United States and its territories and possessions.	n/a	n/a	Always	Prepaid Expenses(airfare,hotel,car)
Unallowable	TRV Unallowable Travel	Travel costs that the sponsor will not pay for or allow.	n/a	0.00	Always	No
Conference Registration Fees	CFR Conf Registration Fees	Conference registration fees.	n/a	0.00	Always	N/A
Membership Fees	CFR Membership Fees	Membership fees associated with conferences or training.	n/a	0.00	Always	N/A
Meeting Expenses	CFR Meeting Expenses	Conference or training meetings.	n/a	0.00	Always	N/A
Books and Periodicals	SUP Books and Periodicals	Subscriptions to journals, a print or prints of a published book or pamphlet, and similar purchases of existing publications, including books for students.	n/a	0.00	Always	N/A
Supplies	SUP Other Supplies	Costs related to supplies that are not otherwise classified.	n/a	0.00	Always	N/A



Miscellaneous Expenses Template

Expense Item	Project Expenditure Type	Description	Policy	Require Receipt Above	Justification Required	Detail Required
Conference Registration Fees	CRR Conf Registration Fees	Conference registration fees.	n/a	0.00	Always	N/A
Membership Fees	CFR Membership Fees	Membership fees associated with conferences or training.	n/a	0.00	Always	N/A
Meeting Expenses	CFR Meeting Expenses	Conference or training meetings.	n/a	0.00	Always	N/A
Subscription Services	CFR Subscription Services	Conference- or training-related subscription fees.	n/a	0.00	Always	N/A
Unallowable Conference Training	CFR Unallowable Conf Training	Costs relating to conferences or training that the sponsor will not pay for or allow.	n/a	0.00	Always	N/A
Copy Costs	PPP Page Cost	Publishing an article in a professional or scientific journal.	n/a	0.00	Always	N/A
Housing	GNS Housing	General housing expenses not covered under other categories.	n/a	0.00	Always	N/A
Miscellaneous	OTR Miscellaneous Other	Miscellaneous expenses.	n/a	0.00	Always	N/A
Unallowable Other	OTR Unallowable Other	Expenses that the sponsor will not pay for or allow.	n/a	0.00	Always	N/A
Outside Printing	PPP Outside Printing	Outside printing of project or activity, such as a book, monograph, pamphlet or scientific manual.	n/a	0.00	Always	N/A
Page Costs	PPP Page Cost	Publishing an article in a professional or scientific journal.	n/a	0.00	Always	N/A
Postage	PPP Postage	Postage for mailings.	n/a	0.00	Always	N/A
Publishing	PPP Publishing	Publishing the results of project activities, such as a book, monograph, pamphlet, or scientific manual.	n/a	0.00	Always	N/A
Expense Item	Project	Description	Policy	Require	Justification Required	Detail Required



	Expenditure Type			Receipt Above		
Unallowable Post and Print	PPP Unallowable Post and Print	Costs relating to postage and printing that the sponsor will not pay for or allow.	n/a	0.00	Always	N/A
Relocation	REL Relocation	Costs for relocation of a person.	n/a	0.00	Always	N/A
Books	SUP Books and Periodicals	Subscriptions to journals, a print or prints of a published book or pamphlet, and similar purchases of existing publications, including books for students.	n/a	0.00	Always	N/A
Supplies	SUP Other Supplies	Costs related to supplies that are not otherwise classified.	n/a	0.00	Always	N/A
Unallowable Supplies	SUP Unallowable Supplies	Supply costs that the sponsor will not pay for or allow.	n/a	0.00	Always	N/A
Tuition and Fees	TUI NonSUNY Tuition and Fees	Costs incurred outside SUNY for specialized training for a person in the conduct of a project.	n/a	0.00	Always	N/A
SUNY Tuition and Fees	TUI SUNY Tuition and Fees	Costs of specialized training for a person in the conduct of a project.	n/a	0.00	Always	N/A
Unallowable Tuition	TUI Unallowable Tuition	Tuition costs not paid by the sponsor.	n/a	0.00	Always	N/A