

SUNY Delhi Travel Process Quick Guide

Employee Travel Process

Before You Travel

- Submit a Spending Request and obtain approval before making any travel arrangements.
- Submit a Travel Request for approval.

Determine Transportation

- 35 miles or less: Use a SUNY Delhi fleet vehicle if available.
- More than 35 miles: Compare personal vehicle mileage reimbursement cost and rental vehicle cost.
 - Areas such as Oneonta, Walton, Sidney, Stamford are exceptions to the 35-mile-or-less rule. If you need assistance reserving a fleet vehicle for these locations or are unsure, please contact Facilities x4020 or at facilitieswo@delhi.edu and they can work with you to determine if a fleet vehicle is available.
- Use the most economical option.
- Travel over 35 miles: If a rental is the lower-cost option vs. a personal car, arrange the rental through approved procedures.
 - If you choose to take your personal vehicle when a rental is cheaper, we will only reimburse the lowest-cost option. You can still take your personal car but reimbursement is of the lowest cost.

After You Travel

- Submit all required receipts and reimbursement documentation within 10 days.

Student Travel Process

Before You Travel

- **For class-funded travel**, submit a Spending Request first
- Submit a Travel Request.
- Attach a student roster -required.
- **For CSLE Club funded travel**- no spend request required
- Submit a Travel Request
 - You will list all costs as Zero on the travel request
- Attach a student roster -required.

Determine Transportation

- Use a SUNY Delhi fleet vehicle first whenever appropriate.
- If a 12-passenger van is needed, check fleet availability first.

- You may need to contact Facilities x4020 or at facilitieswo@delhi.edu and they can work with you to determine if a fleet vehicle is available, as sometimes there is vehicle availability but it will not show on the EMS reservation system due to specific booking dates
- If fleet vehicle is indeed unavailable, arrange a rental through Enterprise.
- For trips requiring rentals, follow SUNY Delhi procedures and arrange through Enterprise.

Before Departure

- Pick up a WEX/Fuel Card from the Travel Office.
- Submit Rental Vehicle info to Travel@delhi.edu for EZ pass toll activation

After You Travel

- Submit all receipts and required documentation within 10 days.

Quick Rental Decision Guide

Employee Travel

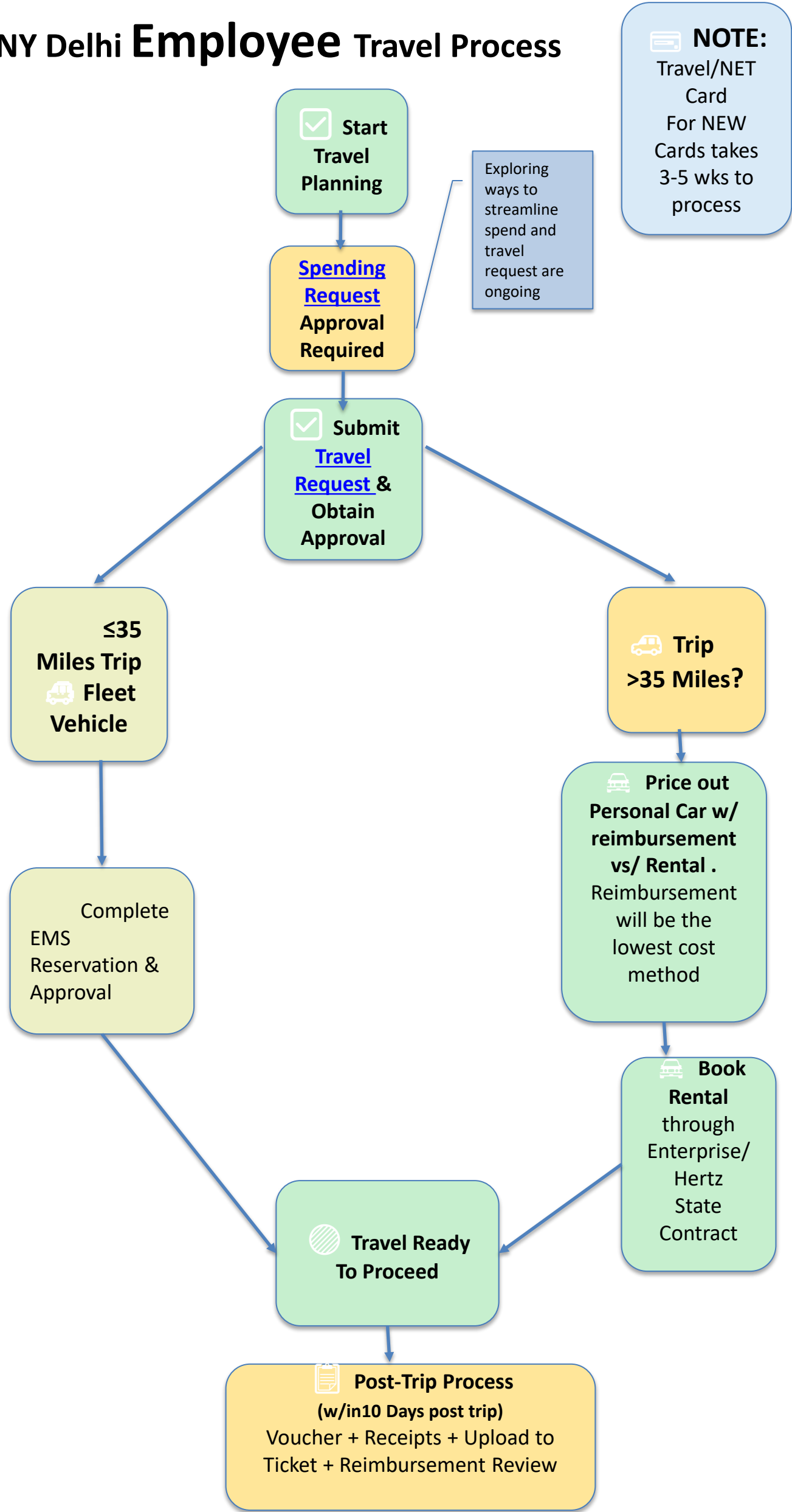
- Use a fleet vehicle for local travel when available.
- If travel exceeds 35 miles, compare mileage reimbursement versus rental costs.
- Select the lowest-cost option.

Student Travel

- Consider student safety, number of travelers, vehicle capacity, and fleet availability.
- A rental is typically appropriate when a fleet vehicle is unavailable.

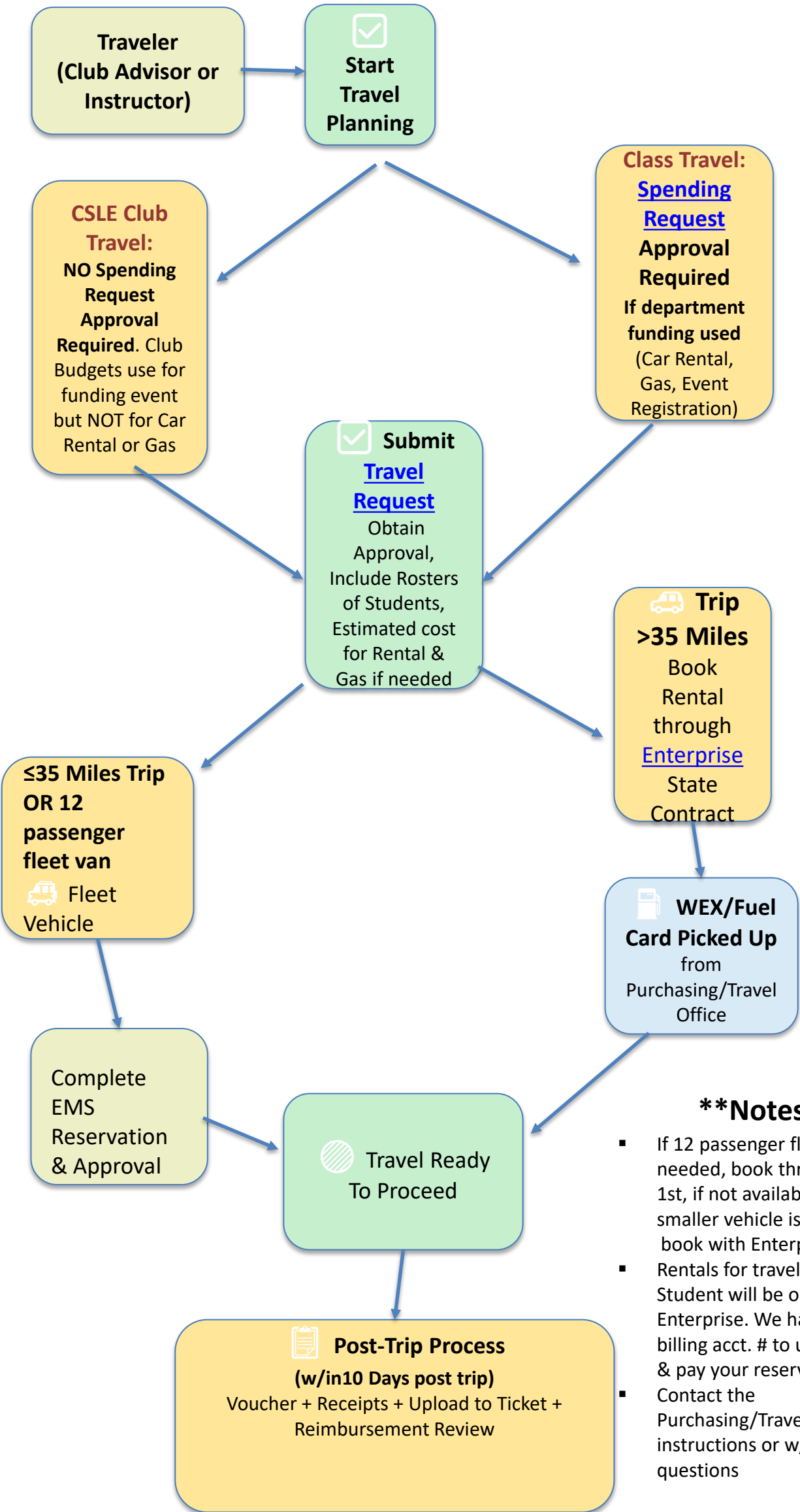
Rule of Thumb: Employee travel should use the lowest-cost transportation option. Student travel should use the safest and most appropriate vehicle based on capacity, availability, and transportation needs.

SUNY Delhi Employee Travel Process



SUNY Delhi w/ Student Travel Process

(CSLE Clubs or classroom approved travel)



****Notes****

- If 12 passenger fleet van needed, book through EMS 1st, if not available or a smaller vehicle is required book with Enterprise Rental
- Rentals for travel w/ Student will be only through Enterprise. We have a billing acct. # to use to book & pay your reservation.
- Contact the Purchasing/Travel office for instructions or w/ any questions