SUN The Researc Foundation	for			RF	REQU	JEST '	TO TRAV	VEL FOR	М		
Please allow at least <u>Three weeks</u> for processing of Travel					DATE	00	ctober 7, 202	4	Req. No:	55555-01T	
For Reimbursment of travel expenses, travel voucher and receipts must be submitted to the RF Procurement Office within 30 days of returning.							Request confirmed & initialed by Physical Plant Staff				
TRAVELER	Rudy Roo Phone #				-5555	Forward completed form directly to Physical Plant - DO NOT use separate form for vehicle reservations. Physical Plant staff will forward Travel					
		х					Request Form to	o the RF Travel Of confirming	fice at SUNY Ca vehicle registrati		er scheduling and
DESTINATION:			New York	City	•						
PURPOSE OF TH	RIP (Attach [	Documei	ntation)	L	Departure date & ti	me.					
	Conference							Car 0.45			12 pass. van
		001101		x	Yes		x	Mini van 0.45			With others
DEPARTURE:	Date:	7/1/202	4 Time		8:00 a.	m.		Approved (lice	ense on file)	No	
RETURN:	Date:	7/2/202			7:00 p.			Rental Car	E-Z Pass	No	
	ILY. NOT cl							Personal car- re			
State Vehicle ONLY. NOT claiming additional expenses.       Personal car- record estimated miles below         ESTIMATED EXPENSES:       List Estimated \$ Amounts											
*Lodging			Prepaid on RI	F P-Ca	rd		Confirmation #				
No	Yes	X	I choose to be	e reimt	oursed later		# Nights	1			
Hotel information:	•							\$ 220.00			
Hotel Name:	Holiday	/ Inn Nev	w York City	/			· · ·	ertificate ST-1	<u>29</u>		
Address:		585 8	8th Avenue	;		Fed. I.D.:					
City/State:			New York	, NY			Zip Code	10018		\$	220.00
<u>*Meals</u> Per Diem Rate	No		Yes	6	]			nburse per diem			
	# Breakfast	Г	\$16.00	٦	# Dinner			with RF P-Card			
\$79.00		at	<b>\$16 00</b>		2	at					
		a	-	-		a	\$63.00			•	
\$0.00		at	\$0.00			at	\$63.00			\$	158.00
		at	-				-			\$	158.00
\$0.00 *Registration/Co Registration Fee inf	onference Fe	at ee(s)	\$0.00			at Pre-register	\$0.00 red with RF P-ca	ard on RF Award		\$	158.00
\$0.00 *Registration/Co Registration Fee inf Payee:	onference Fe formation: NY Conference	at e <b>e(s)</b> Registratio	\$0.00	1		at Pre-register	\$0.00 red with RF P-ca	ard on RF Award pay fee by check		\$	158.00
\$0.00 *Registration/Co Registration Fee inf	onference Fe formation: NY Conference	at e <b>e(s)</b> Registratio	\$0.00			at Pre-register Please	<b>\$0.00</b> red with RF P-ca e register me & p	pay fee by check		\$	158.00
\$0.00 *Registration/Co Registration Fee inf Payee:	onference Fe formation: NY Conference	at e <b>e(s)</b> Registratio	\$0.00 (XXX Sth Avenue			at Pre-register Please	\$0.00 red with RF P-ca	pay fee by check <u>\$90.00</u>			
\$0.00 *Registration/Co Registration Fee inf Payee: Fed. I.D.: Address: City/State:	onference Fe formation: NY Conference	at e <b>e(s)</b> Registratio	\$0.00			at Pre-register Please	<b>\$0.00</b> red with RF P-ca e register me & p	pay fee by check		\$	<u>158.00</u> 90.00
\$0.00 *Registration/Co Registration Fee inf Payee: Fed. I.D.: Address:	onference Fe formation: NY Conference	at e <b>e(s)</b> Registratio	\$0.00 (XXX Sth Avenue			at Pre-register Please	<b>\$0.00</b> red with RF P-ca e register me & p g. Fee Amount: Zip Code	pay fee by check <u>\$90.00</u>		\$	
\$0.00 *Registration/Co Registration Fee inf Payee: Fed. I.D.: Address: City/State: *Personal Car Mil	onference Fe formation: NY Conference	at ee(s) Registration XXXXXX 414 { Esti	\$0.00 (XXX Bth Avenue New York mated mileage	, NY		at Pre-register Please	<b>\$0.00</b> red with RF P-ca e register me & p g. Fee Amount:	pay fee by check <u>\$90.00</u>	2/31/24		
\$0.00 *Registration/Co Registration Fee inf Payee: Fed. I.D.: Address: City/State:	onference Fe formation: NY Conference	at ee(s) Registration XXXXXX 414 { Esti	\$0.00 (XXX Bth Avenue New York mated mileage	, NY	r <u>ed.</u>	at Pre-register Please Reg	<b>\$0.00</b> red with RF P-ca e register me & p g. Fee Amount: Zip Code	pay fee by check <u>90.00</u> 10018		\$	90.00
\$0.00 *Registration/Co Registration Fee inf Payee: Fed. I.D.: Address: City/State: *Personal Car Mile State Vehicle Mile Destination of State V	inference Fe formation: NY Conference	at ee(s) Registration XXXXXX 414 { Esti	\$0.00 (XXX Bth Avenue New York mated mileage	, NY		at Pre-register Please Reg	<b>\$0.00</b> red with RF P-ca e register me & p g. Fee Amount: Zip Code	pay fee by check <u>90.00</u> <u>10018</u> *1/1/24 - 1	2/31/24 \$ 0.450	\$ \$ \$	90.00 - 113.40
\$0.00 *Registration/Co Registration Fee inf Payee: Fed. I.D.: Address: City/State: *Personal Car Mil State Vehicle Mile Destination of State V Airfare	eage - Physic	at ee(s) Registration XXXXXX 414 { 414 { Esti cal Plant	\$0.00 (XXX Bth Avenue New York mated mileage	, NY • requi	r <u>ed.</u>	at Pre-register Please Reg	\$0.00 red with RF P-ca e register me & p g. Fee Amount: Zip Code \$ 0.670	pay fee by check <u>90.00</u> <u>10018</u> *1/1/24 - 1		\$	90.00
\$0.00 *Registration/Co Registration Fee inf Payee: Fed. I.D.: Address: City/State: *Personal Car Mile State Vehicle Mile Destination of State V Airfare *Other	enference Fe formation: NY Conference	at ee(s) Registration XXXXXX 414 { 414 { Esti cal Plant	\$0.00 (XXX Bth Avenue New York mated mileage t approval n paid with RF F	, NY → requir P-Card	red. 398.11	at Pre-register Please Reg at rate	\$0.00 red with RF P-ca e register me & p g. Fee Amount: Zip Code \$ 0.670 estimated r	pay fee by check <u>90.00</u> <u>10018</u> *1/1/24 - 1	\$ 0.450	\$ \$ \$ <mark>\$</mark>	90.00 - 113.40 398.11
\$0.00 *Registration/Co Registration Fee inf Payee: Fed. I.D.: Address: City/State: *Personal Car Mile State Vehicle Mile Destination of State V Airfare *Other Parking	eage - Physic ehicle	at ee(s) Registration XXXXXX 414 { Esti cal Plant have pre- Tolls	\$0.00 (XXX Bth Avenue New York mated mileage t approval n paid with RF f	, NY p requir P-Card \$10.0	r <u>ed.</u> 398.11	at Pre-register Please Reg at rate	\$0.00 red with RF P-ca e register me & p g. Fee Amount: Zip Code \$ 0.670 estimated r \$50.00	pay fee by check <u>90.00</u> <u>10018</u> *1/1/24 - 1	\$ 0.450 \$0.00	\$ \$ \$ \$	90.00 - 113.40 398.11 85.00
\$0.00         *Registration/Co         Registration Fee inf         Payee:         Fed. I.D.:         Address:         City/State:         *Personal Car Mile         State Vehicle Mile         Destination of State V         Airfare         *Other         Parking         Baggage	eage - Physic ehicle \$25.00 \$50.00	at ee(s) Registration XXXXXX 414 8 Esti Cal Plant have pre-topological Inter	\$0.00 (XXX Bth Avenue New York mated mileage t approval n paid with RF F	, NY → requir P-Card \$10.0 \$0.0	red. 252 398.11 00	at Pre-register Please Reg at rate Taxi	\$0.00 red with RF P-ca e register me & p g. Fee Amount: Zip Code \$ 0.670 estimated r \$50.00 \$0.00	pay fee by check <u>90.00</u> <u>10018</u> *1/1/24 - 1	\$ 0.450	\$ \$ \$ <mark>\$</mark>	90.00 - 113.40 398.11
\$0.00 *Registration/Co Registration Fee inf Payee: Fed. I.D.: Address: City/State: *Personal Car Mile State Vehicle Mile Destination of State V Airfare *Other Parking Baggage P.I. : Check here if a	eage - Physic seage - Physic seage - Physic seage - Physic can be seage seage - Physic seage - P	at ee(s) Registration XXXXXX 414 8 Esti Cal Plant have pre-topological Inter	\$0.00 (XXX Bth Avenue New York mated mileage t approval i paid with RF F anet ired. Cash ad	, NY requir P-Card \$10.0 \$0.0 vance	red. 252 398.11 00	at Pre-register Please Reg at rate Taxi	\$0.00 red with RF P-ca e register me & p g. Fee Amount: Zip Code \$ 0.670 estimated r \$50.00 \$0.00	pay fee by check <u>90.00</u> <u>10018</u> *1/1/24 - 1	\$ 0.450 \$0.00	\$ \$ \$ \$	90.00 - 113.40 398.11 85.00
\$0.00 *Registration/Co Registration Fee inf Payee: Fed. I.D.: Address: City/State: *Personal Car Mile State Vehicle Mile Destination of State V Airfare *Other Parking Baggage P.I. : Check here if a PATEO I Certify: This travel is	enference Fe formation: NY Conference NY Conference	at ee(s) Registration XXXXXX 414 { Esti cal Plant have pre-p Tolls Inter CE is requi 1 5555 s. I have re	\$0.00 (XXX Bth Avenue New York mated mileage t approval n paid with RF F and the vehicle paid the vehicle	, NY require P-Card \$10.0 \$0.0 vance policy	red. 252 398.11 00 0 will be 80% c PATEO and accept a	at Pre-register Please Reg at rate Taxi Taxes of estimated	\$0.00 red with RF P-ca e register me & p g. Fee Amount: Zip Code \$ 0.670 estimated r \$50.00 \$0.00 expences	pay fee by check	\$ 0.450 \$0.00 \$0.00 <b>TOTAL:</b> authorize office	\$ \$ \$ \$ \$ \$ \$ 0f Physic	90.00 - 113.40 398.11 85.00 50.00 1,114.51
\$0.00 *Registration/Co Registration Fee inf Payee: Fed. I.D.: Address: City/State: *Personal Car Mile Destination of State V Airfare *Other Parking Baggage P.I. : Check here if a PATEO I Certify: This travel is	inference Fe formation: NY Conference	at ee(s) Registration XXXXXX 414 { Esti cal Plant have pre- Tolls Inter CE is requi 1 5555 s. I have re-	\$0.00 (XXX Bth Avenue New York mated mileage t approval n paid with RF n s irred. Cash ad 55 pad the vehicle ation utilizing th	, NY require P-Card \$10.0 \$0.0 vance policy	red. 252 398.11 00 0 will be 80% c PATEO and accept a V Lens progra	at Pre-register Please Reg at rate Taxi Taxs of estimated	\$0.00 red with RF P-ca e register me & p g. Fee Amount: Zip Code \$ 0.670 estimated r \$50.00 \$0.00 expences	pay fee by check	\$ 0.450 \$0.00 \$0.00 <b>TOTAL:</b> authorize office	\$ \$ \$ \$ \$ \$ \$ 0f Physic	90.00 - 113.40 398.11 85.00 50.00 1,114.51
\$0.00 *Registration/Co Registration Fee inf Payee: Fed. I.D.: Address: City/State: *Personal Car Mile State Vehicle Mile Destination of State V Airfare *Other Parking Baggage P.I. : Check here if a PATEO I Certify: This travel is	inference Fe formation: NY Conference	at ee(s) Registration XXXXXX 414 { Esti cal Plant have pre-p Tolls Inter CE is requi 1 5555 s. I have re	\$0.00 (XXX Bth Avenue New York mated mileage t approval n paid with RF n s irred. Cash ad 55 pad the vehicle ation utilizing th	, NY require P-Card \$10.0 \$0.0 vance policy	red. 252 398.11 00 0 will be 80% c PATEO and accept a V Lens progra	at Pre-register Please Reg at rate Taxi Taxes of estimated	\$0.00 red with RF P-ca e register me & p g. Fee Amount: Zip Code \$ 0.670 \$ 0.670 \$ 0.00 \$ 0.00 \$ 0.00 expences onsibilities as stat ne my eligibility to <b>RE INSTRUC</b>	pay fee by check	\$ 0.450 \$0.00 \$0.00 <b>TOTAL:</b> authorize office	\$ \$ \$ \$ \$ \$ \$ 0f Physic	90.00 - 113.40 398.11 85.00 50.00 1,114.51
\$0.00 *Registration/Co Registration Fee inf Payee: Fed. I.D.: Address: City/State: *Personal Car Mile State Vehicle Mile Destination of State V Airfare *Other Parking Baggage P.I. : Check here if a PATEO I Certify: This travel is Traveler/ Driver:	inference Fe formation: NY Conference	at ee(s) Registration XXXXXX 414 { Esti cal Plant have pre- Tolls Inter CE is requi 1 5555 s. I have re-	\$0.00 (XXX Bth Avenue New York mated mileage t approval n paid with RF n s irred. Cash ad 55 pad the vehicle ation utilizing th	, NY require P-Card \$10.0 \$0.0 vance policy	red. 252 398.11 00 0 will be 80% c PATEO and accept a V Lens progra	at Pre-register Please Reg at rate Taxi Taxs of estimated	\$0.00 red with RF P-ca e register me & p g. Fee Amount: Zip Code \$ 0.670 \$ 0.670 \$ 0.00 \$ 0.00 \$ 0.00 expences onsibilities as stat ne my eligibility to <b>RE INSTRUC</b>	pay fee by check	\$ 0.450 \$0.00 \$0.00 <b>TOTAL:</b> authorize office	\$ \$ \$ \$ \$ \$ \$ 0f Physic	90.00 - 113.40 398.11 85.00 50.00 1,114.51
\$0.00         *Registration/Co         Registration Fee inf         Payee:         Fed. I.D.:         Address:         City/State:         *Personal Car Mile         State Vehicle Mile         Destination of State V         Airfare         *Other         Parking         Baggage         P.I. : Check here if a         PATEO         I Certify: This travel is         Traveler/ Driver:         P.I.	inference Fe formation: NY Conference	at ee(s) Registration XXXXXX 414 { Esti cal Plant have pre- Tolls Inter CE is requi 1 5555 s. I have re-	\$0.00 (XXX Bth Avenue New York mated mileage t approval n paid with RF n s irred. Cash ad 55 pad the vehicle ation utilizing th	, NY require P-Card \$10.0 \$0.0 vance policy	red. 252 398.11 00 0 will be 80% c PATEO and accept a V Lens progra	at Pre-register Please Reg at rate Taxi Taxes of estimated	\$0.00 red with RF P-ca e register me & p g. Fee Amount: Zip Code \$ 0.670 \$ 0.670 \$ 0.00 \$ 0.00 \$ 0.00 expences onsibilities as stat ne my eligibility to <b>RE INSTRUC</b>	pay fee by check	\$ 0.450 \$0.00 \$0.00 <b>TOTAL:</b> authorize office	\$ \$ \$ \$ \$ \$ \$ 0f Physic	90.00 - 113.40 398.11 85.00 50.00 1,114.51
\$0.00 *Registration/Co Registration Fee inf Payee: Fed. I.D.: Address: City/State: *Personal Car Mile State Vehicle Mile Destination of State V Airfare *Other Parking Baggage P.I. : Check here if a PATEO I Certify: This travel is Traveler/ Driver:	inference Fe formation: NY Conference	at ee(s) Registration XXXXXX 414 { Esti cal Plant have pre- Tolls Inter CE is requi 1 5555 s. I have re-	\$0.00 (XXX Bth Avenue New York mated mileage t approval n paid with RF n s irred. Cash ad 55 pad the vehicle ation utilizing th	, NY require P-Card \$10.0 \$0.0 vance policy	red. 252 398.11 00 0 will be 80% c PATEO and accept a V Lens progra	at Pre-register Please Reg at rate Taxi Taxes of estimated	\$0.00 red with RF P-ca e register me & p g. Fee Amount: Zip Code \$ 0.670 \$ 0.670 \$ 0.00 \$ 0.00 \$ 0.00 expences onsibilities as stat ne my eligibility to <b>RE INSTRUC</b>	pay fee by check	\$ 0.450 \$0.00 \$0.00 <b>TOTAL:</b> authorize office	\$ \$ \$ \$ \$ \$ \$ 0f Physic	90.00 - 113.40 398.11 85.00 50.00 1,114.51