Before the Trip

Create/edit a "Travel Authorization" in CUNYfirst

Submit for approval (6 to 8 weeks before the trip)

"Travel Authorization" returned to Traveler for correction

Approval #1 (Chair/Designee)

YES

Approval #2 (Academic Affairs)

NO

After the Trip

Go on a trip

YES

NO

After the Trip

Create/edit an "Expense Report" in CUNYfirst

Submit for approval (generally upon return from the trip)

"Expense Report" returned to Traveler for correction

Approval #1 (Chair/Designee)

YES

Approval #2 (Academic Affairs)

NO

Approval #3 (Accounts Payable Pre-Pay Auditor)

YES

NO

The City of New York issues travel reimbursement