

RF TRAVEL FINAL EXPENSE FORM

Traveler must fill in Blue highlighted areas

SUNY RF at CANTON

Req #
55555-01T

Originating Agency SUNY Canton		Originating Agency Code 360	Interest Eligible (Y/N) N	Liability Date (mm/dd/yy)	Travel Advance amount
Official Station SUNY Canton		IRS Code		Payee Amount \$164.20	
		Normal work Hours 8-4	Work Phone # 5555		Merch / Inv. Rec'd Date
Payee Name (Last) Roo	(First-Full) Roody	(MI)	Suffix	Destination (City & State) Washington, D.C.	County District of Columbia
Home Address 34 Cornell Drive			Departure Date 08/10/25	Time 2:30	☐ AM ☒ PM
City Canton	State NY	Zip Code 13617	Return Date 08/13/25	Time 5:10	☐ AM ☒ PM
Purpose of Travel					

Transportation:	On RF P-Card	Traveler Due Reimbursement
Common Carrier Expenses		
Airfare	\$178.00	
Train or Bus	\$0.00	
Vehicle Rental	\$0.00	
Fuel (When taking a State Vehicle use the Gas Card in the vehicle)	\$0.00	
Personal Vehicle Mileage (Attach Mileage Statement)		
(Whole numbers only) 36 miles @** \$0.45 per mile *1/1/25 - 12/31/25		\$16.20

3	\$208.00	\$624.00
	\$0.00	\$0.00
	\$0.00	

Per Diem Rate: \$92.00	18.00 + 2	74.00	\$148.00
Per Diem Rate: \$0.00	0.00	0.00	\$0.00
Total of Meals on RF P-Card:		\$0.00	\$0.00

Incidental Expenses:					
Parking	\$ -	Tolls	\$ -	Please Note:	\$0.00
Taxi	\$ 58.64	Shuttle	\$ -	Incidental Expenses should be charged on the	\$58.64
Internet	\$ -		\$ -	RF P-card card whenever possible!	\$0.00
Baggage	\$ -	Out of state tax	\$ 99.54		\$99.54
Other:					\$0.00

Registration/Conference Fees:	\$890.00	\$0.00
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PAYEE'S CERTIFICATION		Total RF P-Card Charges	Total Reimbursement Due to Traveler
I hereby certify that the above account and attached schedules are just, true and correct, that no part thereof has been paid, except as stated therein, and that the balance therein stated is actually due and owing, and that the amounts claimed were necessary and incurred in the performance of my official duties.		\$1,850.18	\$164.20
		OR	
Traveler's Signature	Title	Date	
SUPERVISOR'S CERTIFICATION		Total Amount Due from Traveler Attach personal check payable to Research Foundation	
I, the claimant's supervisor, certify that this account has been examined and, to the best of my knowledge and belief, the amounts claimed therein were necessary for the performance of the claimant's authorized duties.		\$0.00	
		Operations Manager	Date
Supervisor/P.I.'s Signature	Date		
Grant Office Signature		Date	
PTA	1234567 1 55555	Area VP's Signature (Out of State Travel)	Date
Exp. Type	TRV		
Organization	Research and Sponsored Progr		
		PTA	
		Exp. Type	
		Organization	Revised 1/25

Roo, Roody

From: Breeze Airways <noreply@flybreeze.com>
Sent: Thursday, August 14, 2025 7:52 AM
To: Roo, Roody
Subject: [External] Nice! Here's your Breeze receipt. Y98FGG

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



BREEZY REWARDS®

2204344591

Nicely done!

Your flight reservation is confirmed.

Trip Details

Confirmation Number: Y98FGG

AUG 10, 2025

FLIGHT MX633

1H 32M

Ogdensburg

Ogdensburg International Airport (OGS)

Washington-Dulles

Washington Dulles International Airport (IAD)

04:50 pm

06:22 pm





[Trip Details](#)

Bundle: Nice

Online check-in opens 24 hours before departure.

Please arrive at the airport two hours before your departure time.

Trip Details

Confirmation Number: Y98FGG

AUG 13, 2025

FLIGHT MX828

1H 31M

Washington-Dulles

Washington Dulles International Airport (IAD)

Ogdensburg

Ogdensburg International Airport (OGS)

02:51 pm

04:22 pm





Online check-in opens 24 hours before departure.

Please arrive at the airport two hours before your departure time.

Guest List

GUEST 1

Roody Roo

BREEZY REWARDS

2204344591



Seat: **15A**



Seat: **13F**

Get more space to stretch out.



Better Seat?

Upgrade to our Breeze Ascent seats, which include complimentary snacks and beverages, including alcohol. Or, try our Extra Legroom seats for more room and added comfort.

[Upgrade Your Seat](#)

Bags



Carry-on: **1**

Checked: **0**



Carry-on: **1**

Checked: **0**

Pack with peace. Add bags to your reservation.





More Bags?

Did you know it costs more to add a bag at the airport? Do yourself a favor and save some money by adding it in advance.

[Add a Bag](#)

Need to change or cancel?

Please log in to Breezy Rewards Account ending in 4591 using your email login to view or modify this reservation.

[Visit My Trips](#)



Rent Your Wheels

Lock in a lower rate and secure your vehicle of choice by booking your rental car now.

[Rent a Car](#)

Payment Summary

FLIGHT

Base Fare	\$1.30
Bundles	\$70.00
Bags and Extras	
Refund to Original Form of Payment Add On	\$48.00
Reserved Seats	\$0.00
Taxes and Carrier Fees	
Technology Development Charge (Carrier Fee)	\$28.00
Passenger Civil Security Fee	\$11.20
Segment Tax	\$10.40

Passenger Facility Charge	\$9.00
US Transportation Tax	\$0.10
Total Amount Paid	\$178.00
Visa x7229	\$178.00

- Experience the Seriously Rewarding Benefits of the Breeze Easy™ Visa® Card**

- EARN**

- up to  on Breeze purchases
-  at eligible restaurants & grocery stores
-  Free inflight WiFi  Priority boarding

- [Learn More](#) 

[Learn More](#) [Terms Apply](#)

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Find us here



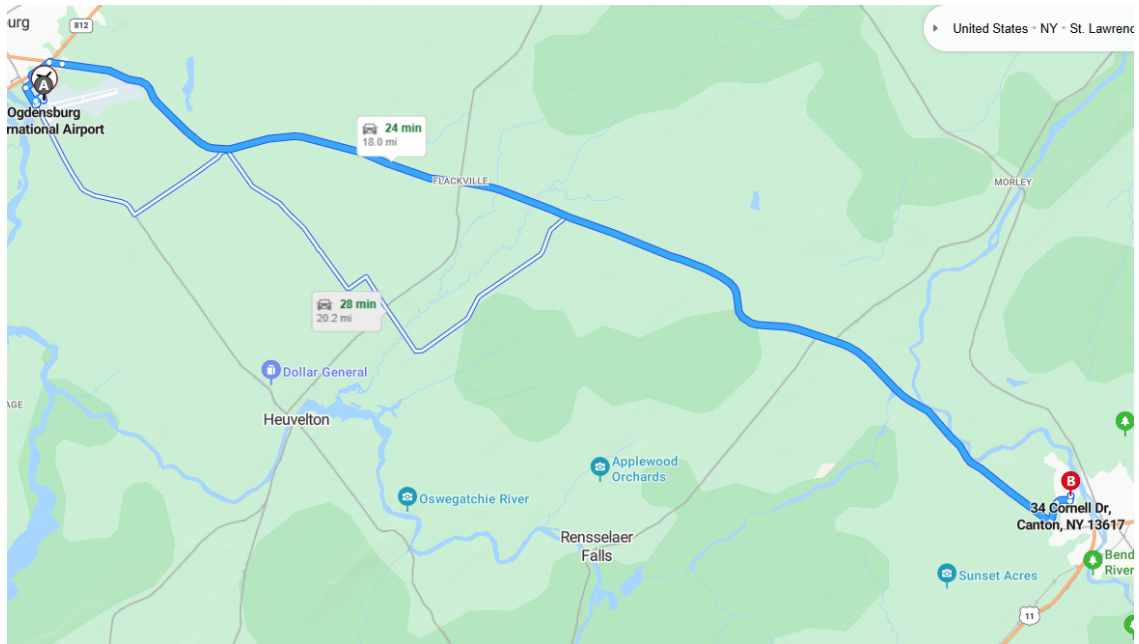
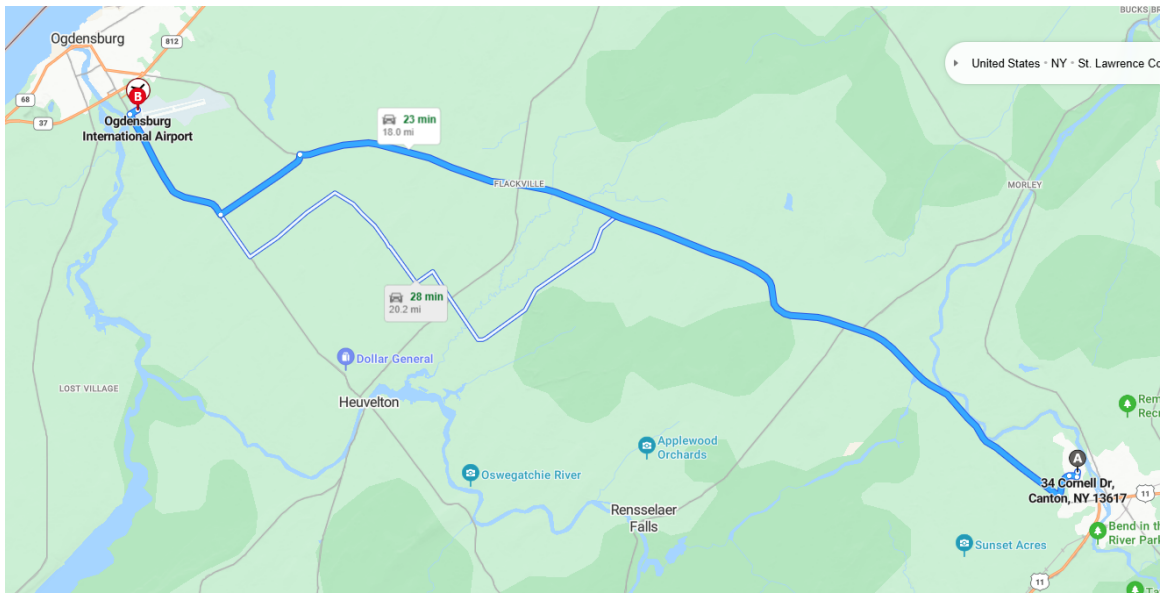
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Sheet No.

Payee...Roody Roo.....

Signature of Traveler





WASHINGTON HILTON
1919 CONNECTICUT AVE,NW
WASHINGTON, DC 20009
United States of America
TELEPHONE 202-483-3000 • FAX 202-939-3271
Reservations
www.hilton.com or 1 800 HILTONS

Roo, Roody

34 Cornell Drive

CANTON NY 13617
UNITED STATES OF AMERICA

Room No: 7154/K1
Arrival Date: 8/10/2025 9:32:00 PM
Departure Date: 8/13/2025 11:07:00 AM
Adult/Child: 1/0
Cashier ID: FLANZA1
Room Rate: 208.00
AL:
HH # 2520872256 BLUE
VAT #
Folio No/Che 3363162 A

Confirmation Number: 3267122467

WASHINGTON HILTON 8/13/2025 11:07:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
6/4/2025	Advance Deposit VS *7229	EMEKENE	16959546		(\$241.18)	
8/10/2025	GUEST ROOM	CJOSEPH 33	17102136	\$208.00		
8/10/2025	HOTEL TAX (15.95%)	CJOSEPH 33	17102136	\$33.18		
8/11/2025	GUEST ROOM	DTONLAP ONGFEUZ EU	17104208	\$208.00		
8/11/2025	HOTEL TAX (15.95%)	DTONLAP ONGFEUZ EU	17104208	\$33.18		
8/12/2025	GUEST ROOM	DTONLAP ONGFEUZ EU	17106377	\$208.00		
8/12/2025	HOTEL TAX (15.95%)	DTONLAP ONGFEUZ EU	17106377	\$33.18		
8/13/2025	VS *7229	FLANZA1	17107652		(\$482.36)	
				BALANCE		\$0.00

Hilton Honors® stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 8,600 Hotels and Resorts in 139 Countries and Territories, please visit [Honors.com](https://hilton.com/honors)

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CREDIT CARD DETAIL

APPR CODE	062966	MERCHANT ID	8030091899
CARD NUMBER	VS *7229	EXP DATE	03/29
TRANSACTION ID	16959546	TRANS TYPE	Sale



Lodging Justification FOR OVER THE PER DIEM RATE

Revised 7/13

All travelers must provide a justification and obtain prior approval from the procurement office to exceed the maximum Federal lodging rate. Maximum lodging per diem rates can be found at www.gsa.gov.

Please note the following:

- To receive the NYS approved rate, *you must request it when making your reservation*. Most facilities will ask that you provide your State (SUNY) ID when checking in to verify your state employee status.
- If traveling out of state, you should still request the NYS lodging rate. Many facilities will extend this rate to state/federal employees regardless of your home state.
- If you're unable to secure the NYS lodging rate, this form must be completed, approved, and then forwarded to the Purchasing & Payables office at Canton *at least two weeks prior to travel*.

Traveler's Name:	<u>Roody Roo</u>	Travel Dates:	<u>8/10/25-8/13/25</u>
Destination (City/State):	<u>Washington, D.C.</u>	Name of Hotel:	<u>Washington Hilton</u>
Per Diem Rate:	<u>\$183</u> /night	Actual Rate:	<u>208</u> /night

Please authorize my hotel expense which was higher than the allowed per diem rate because:

☒ The hotel is where the conference was held, saving excessive additional travel expenses since there was no available lodging within the rate at a location nearby.

☐ The hotel was the least expensive hotel in the conference area.

☐ The hotel was the only one available in the conference area.

☐ I shared this room with a colleague (name) _____

☐ The hotel had a discounted rate because it was suggested by the conference.

Other: _____

☒ I certify that I have researched and attempted to find a hotel that offers state rate. For the reason I have indicated above I was unable to find a rate better than the one I have indicated on my T-1. Should this reason prove to be false I will only be reimbursed the per diem rate as stated on the OSC website.

Traveler's signature Roody Roo Date 5/16/25

Supervisors signature _____ Date _____

Approved Denied

Business office signature _____ Date _____



Roody Roo <Roodyroo07@gmail.com>

Your ride with Jerome on August 13

1 message

Lyft Receipts <no-reply@lyftmail.com>
To: caseamarie_7@hotmail.com

Thu, Aug 14, 2025 at 7:42 AM



AUGUST 13, 2025 AT 11:19 AM

Thanks for riding with Jerome!

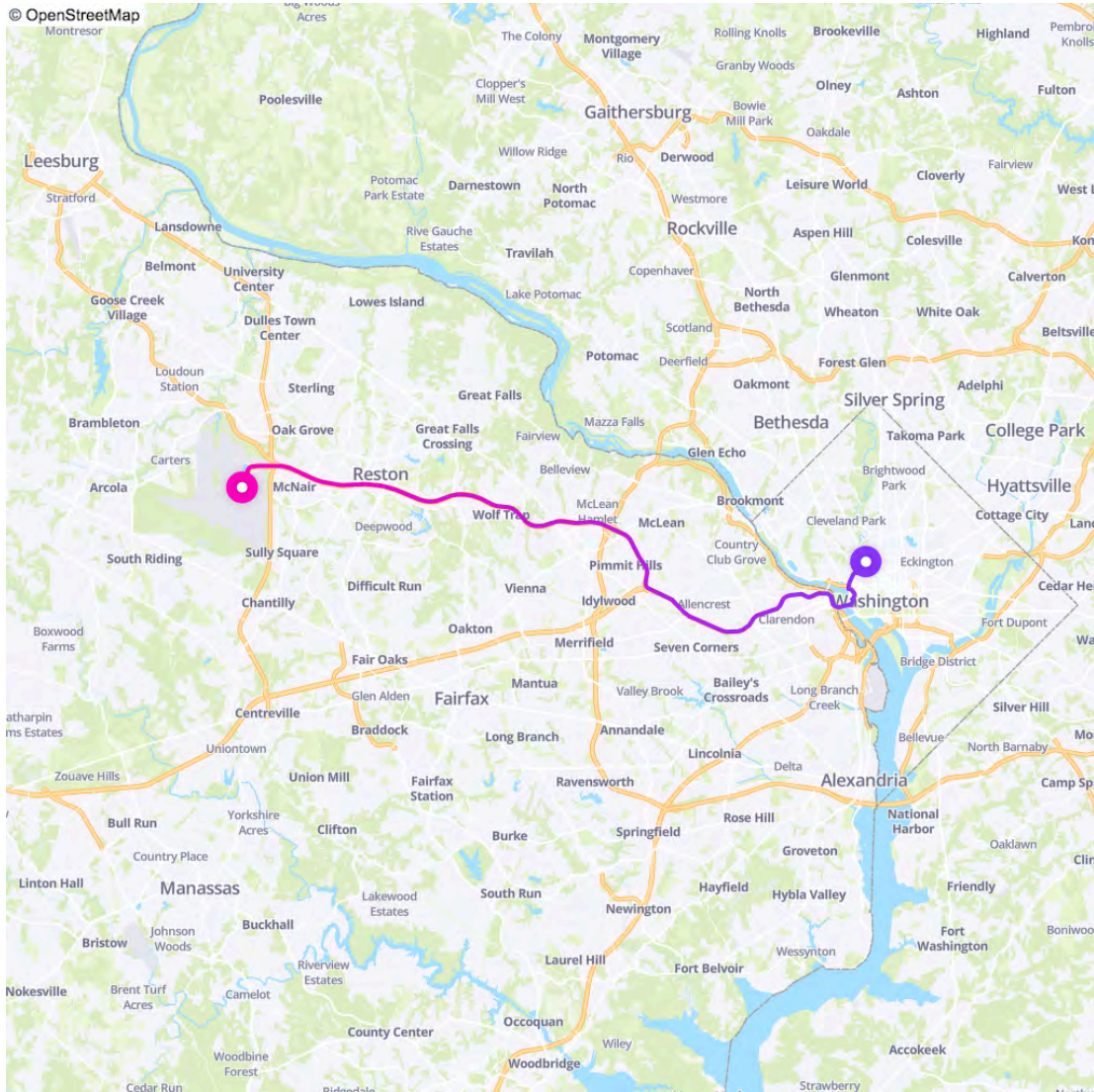
100% of tips go to drivers. [Add a tip](#)

Standard fare (27.49mi, 46m 27s)	\$48.12
DC City Fee	\$2.87
Tip	\$7.65



Visa *7229

\$58.64



- **Pickup 11:19 AM**
1919 Connecticut Ave NW, Washington, DC
- **Drop-off 12:05 PM**
44920 Saarinen Cir, Sterling, VA

Make expensing business rides easy

Enable business profile on Lyft to make expensing rides quick and easy.

[GET BUSINESS PROFILE](#)

Order Number 318899
Payment Date 6/4/2025
Payment Number 255265
Bill To Address 34 Cornell Drive
Canton, NY, 13617-1098
Ship To Address 34 Cornell Drive
Canton, NY, 13617-1098

Individual Transactions

Type	Item	Price	Qty	Total
Event	67th Annual Meeting, Washington, DC August 10 - 13, 2025; Workshop Days August 9, 10, & 13 - 01Member_Early	\$890.00	1	\$890.00
Function	NCURA Email Time: 08:00 AM - 05:00 PM		1	
Function	Yes, please share my email address with NCURA's exhibitors so I can receive helpful information on their programs, products, and services. Time: -		1	
Function	YES, This is My First Annual Meeting Time: -		1	
Total:				\$890.00

Subtotal: \$890.00

Shipping: \$0.00

Handling: \$0.00

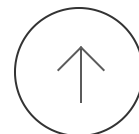
Taxes: \$0.00

Total Amount Paid: \$890.00

Balance Due: \$0.00

Payment Method: VISA

Credit Card/Check #: *****7229



[Return to Member Dashboard](#)

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67th Annual Meeting, Washington, DC August 10 - 13, 2025; Workshop Days August 9, 10, & 13

10 Aug, 07:15 AM - 13 Aug, 12:00 PM

Washington Hilton
1919 Connecticut Ave. NW
Washington 20009

Remove

General

Agenda

My Agenda

All

X Date

Past Sessions

Tracks

Sort By

August 11, 2025

Exposition 2025

Monday 07:15 AM - Monday 04:00 PM

📍 Columbia, Terrace Level

● **Networking**



Sponsored by Kualii, NCURA Silver Sponsor

Professional Headshots Sponsored by Kualii

Monday 07:15 AM - Monday 04:00 PM

📍 Terrace Foyer, Terrace Level



Monday Morning Keynote Speaker: Amy Walter and Presentation of NCURA Awards

Monday 08:15 AM - Monday 09:45 AM

📍 International Ballroom, Concourse Level

● **Networking**



Networking and Refreshment Break

Monday 09:45 AM - Monday 10:15 AM

📍 Columbia, Terrace Level

● **Networking**



Membership Central Hub & Marketplace

Monday 09:45 AM - Monday 05:00 PM

📍 Terrace Foyer, Terrace Level

● **Networking**



Best Practices for Proposal Writing Support Across Disciplines and Institutions

Monday 10:15 AM - Monday 11:30 AM

📍 Columbia 11&12, Terrace Level

● **Pre-Award/Research Development**



Monday Lunch Keynote Speaker: Paul Begala

Monday 11:30 AM - Monday 01:30 PM

📍 International Ballroom, Concourse Level



● **Networking**

Navigating Interpersonal Relationships - Strategies for Managing Conflict Resolution and Mediation in Research Administration

Monday 01:30 PM - Monday 02:30 PM

📍 Gunston, Terrace Level



● **Human Capital & DEI**

Networking and Refreshment Break

Monday 02:30 PM - Monday 02:45 PM

📍 Columbia, Terrace Level



● **Networking**

Region II (Mid-Atlantic) Business Meeting

Monday 02:45 PM - Monday 03:45 PM

📍 International Ballroom East, Concourse Level



● **Networking**

Leveraging Preexisting AI Tools to Streamline Research Administration

Monday 04:00 PM - Monday 05:00 PM

📍 International Ballroom West, Concourse Level



● **Systems, Data and Artificial Intelligence**

Primed for Play Board Games

Monday 07:00 PM - Monday 09:30 PM

📍 Cabinet, Concourse Level



● **Networking**

Region II Hospitality Suite

Monday 09:00 PM - Monday 11:30 PM

📍 7101, 7th Floor

● **Networking**



August 12, 2025

Breakfast Connects

Tuesday 07:15 AM - Tuesday 08:00 AM

📍 Columbia, Terrace Level

● **Networking**



Continental Breakfast

Tuesday 07:15 AM - Tuesday 08:00 AM

📍 Columbia, Terrace Level

● **Networking**



Let's Map This Out: Leveraging Workflow Diagrams for Research Administration Transformation

Tuesday 08:15 AM - Tuesday 09:45 AM

📍 Monroe, Concourse Level

● **Systems, Data and Artificial Intelligence**



Networking and Refreshment Break

Tuesday 09:45 AM - Tuesday 10:15 AM

📍 Columbia, Terrace Level

● **Networking**



Proactive Proposal Support for Early Career Faculty: Strategic Workshops, Panels and Tutorials

Tuesday 10:15 AM - Tuesday 11:30 AM

📍 Lincoln East, Concourse Level

● **Pre-Award/Research Development**



Networking Luncheon

Tuesday 11:30 AM - Tuesday 12:30 PM

📍 International Ballroom, Concourse Level

● **Networking**



Dessert with our Exhibiting Partners

Tuesday 12:30 PM - Tuesday 01:00 PM

📍 Columbia, Terrace Level

● **Networking**



August 12, 2025

Start Where You Are, Use What You Have, Do What You Can

Tuesday 01:15 PM - Tuesday 02:15 PM

📍 Northwest, Lobby Level

● **PUI/ERI (Emerging Research Institutes)**



Lessons from the Frontlines: Working Through Pre-Award Complexity

Tuesday 02:45 PM - Tuesday 03:45 PM

📍 Lincoln East, Concourse Level

● **Pre-Award/Research Development**



Grant Supplements: Icing on the Cake for Current Awards

Tuesday 04:00 PM - Tuesday 05:00 PM

📍 Columbia 8, Terrace Level

● **Pre-Award/Research Development**



NCURA's Family Reunion

Tuesday 07:00 PM - Tuesday 10:00 PM

📍 International Ballroom, Concourse Level

● **Networking**



August 13, 2025

Annual Business Meeting and Continental Breakfast

Wednesday 07:30 AM - Wednesday 08:15 AM

📍 International Ballroom Center, Concourse Level

● **Networking**



Establishing a Research Training and Education Office: A Blueprint for Empowering Faculty and Enhancing Research Competitiveness

Wednesday 08:30 AM - Wednesday 09:30 AM

📍 Kalorama, Lobby Level



● **Pre-Award/Research Development**

Small Offices, Big Ideas: Fostering Motivation and Innovation with Staff at Small Institutions

Wednesday 09:45 AM - Wednesday 10:45 AM



📍 Fairchild, Terrace Level

● **PUI/ERI (Emerging Research Institutes)**

Networking and Refreshment Break

Wednesday 10:45 AM - Wednesday 11:00 AM



📍 Mid-Terrace, Terrace Level

● **Networking**

Networking and Refreshment Break

Wednesday 10:45 AM - Wednesday 11:00 AM



📍 Concourse, Concourse Level

● **Networking**

Networking and Refreshment Break

Wednesday 10:45 AM - Wednesday 11:00 AM



📍 Heights Corridor, Lobby Level

● **Networking**

RF TRAVEL REQUEST FORM

RF (FORM T-1)

Please allow at least **Three weeks** for processing of Travel Request.

DATE May 15, 2025 Req. No: **55555-01T**

For Reimbursement of travel expenses, travel voucher and receipts must be submitted to the Grants Office within 30 days of returning.

STATE VEHICLE REQUEST

Request confirmed & initialed by Physical Plant Staff

Forward completed form directly to Physical Plant - DO NOT use separate form for vehicle reservations. Physical Plant staff will forward T-1 to the Travel Office at SUNY Canton after scheduling and confirming vehicle registration.

TRAVELER: Roody Roo

Phone #:

5555

DESTINATION: Washington D.C.

Vehicle pick-up date &/or time if different from
Departure date & time.

PURPOSE OF TRIP (Attach Documentation)

NCURA Annual Conference

Passenger List Attached: ☒ No ☐ Yes

DEPARTURE: Date: 8/10/2025 Time: 4:00 p.m.

RETURN: Date: 8/13/2025 Time: 5:00 p.m.

State Vehicle ONLY. NOT claiming additional expenses.

Car 0.45 12 pass. van 0.55

Mini van 0.45 With others

Lens Approved (license on file) ☐ No ☐ Yes

Rental Car E-Z Pass ☐ No ☐ Yes

Personal car- record estimated miles below

ESTIMATED EXPENSES:

List Estimated \$ Amounts

*Lodging

No ☐ Yes ☒

Will pay on P-Card ☐ I choose to be reimbursed later

Confirmation #

Nights 3

at (rate) \$ 208.00

Hotel information: Lodging justification attached for over max per diem

Hotel Name: Washington Hilton

Address: 1919 Connecticut Ave NW

City/State: Washington D.C.

Fed. I.D.:

Zip Code 20009

Tax Exempt certificate ST-129

\$ **624.00**

*Meals

Per Diem Rate

No ☐

Yes ☐

Reimburse per diem:

Paying with P-Card:

\$92.00 at \$18.00

Dinner 2

\$74.00

\$0.00 at \$0.00

\$0.00

\$ **148.00**

*Registration/Conference Fee(s)

Registration Fee information:

Payee: NCURA

Fed. I.D.:

Address: 1015 18th St., NW, Suite 901

City/State: Washington, D.C.

Pre-registered with P-Card

Please register me & pay fee by check

Pre-registered/prepaid personally

Reg. Fee Amount: \$ 890.00

Zip Code: 20036

\$ **890.00**

*Personal Car Mileage

Estimated mileage 35.6

at rate

\$ 0.450

****1/1/25-12/31/25**

\$ **16.02**

State Vehicle Mileage - Physical Plant approval required.

Destination of State Vehicle

estimated miles

\$ 0.450

\$ **-**

Airfare

I have pre-paid with State Travel Card

\$ **130.00**

*Other

Parking \$0.00 Tolls \$0.00 Taxi/Uber \$116.00 Rental \$0.00 \$ **116.00**

Baggage \$0.00 Taxes \$0.00 Train \$0.00 \$ **-**

Account Manager: Check here if Financial Commitment is not to exceed amount shown

PATEO # 1 1234567 1 55555

PATEO # 2

TOTAL: \$ **1,924.02**

I Certify: This travel is for State business. I have read the vehicle policy and accept all driver responsibilities as stated in that policy. I authorize office of Physical Plant to verify my Driver's License information utilizing the DMV Lens program to determine my eligibility to drive a college owned/leased vehicle.

I understand when using the P-Card for meals:

will forfeit the difference between per diem and the cost of meals; *I am responsible for charges above the meal per diem rate.

*1

SIGNATURES:

DATE:

SIGNATURE INSTRUCTIONS:

Traveler/ Driver:

All travelers must sign

P.I./Supervisor

Supervisor signs when P.I. is the traveler

Grants Office

All travelers must get grants office approval

Operations Manager

All travelers must get RF OM approval

Dean of Students:

Only if Traveler is a student

VP Signature:

Only for out of state travel

Revised 3/17/2025