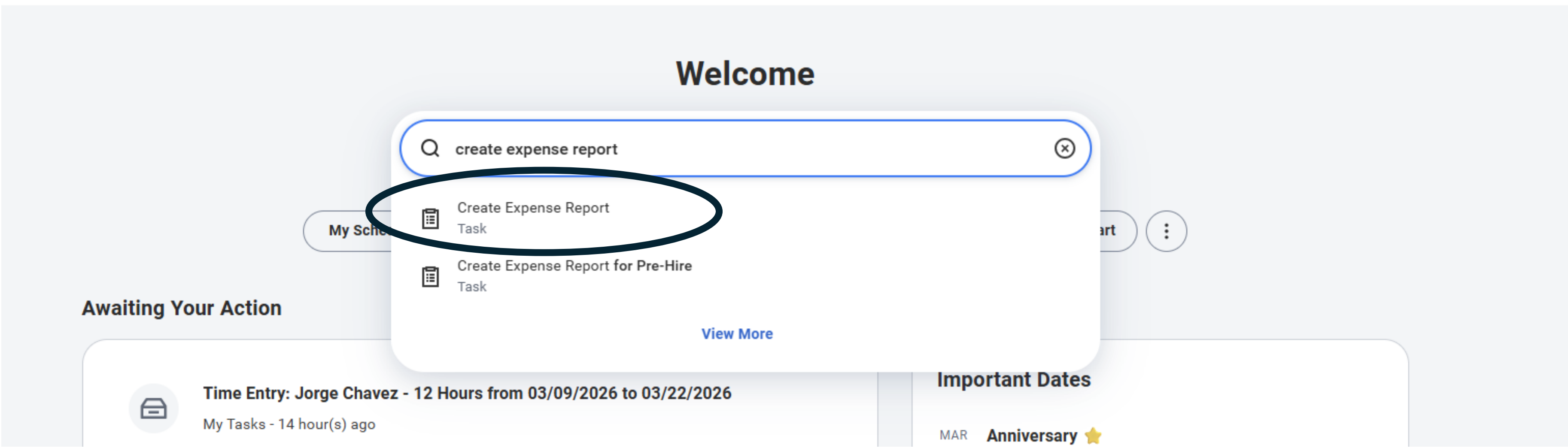
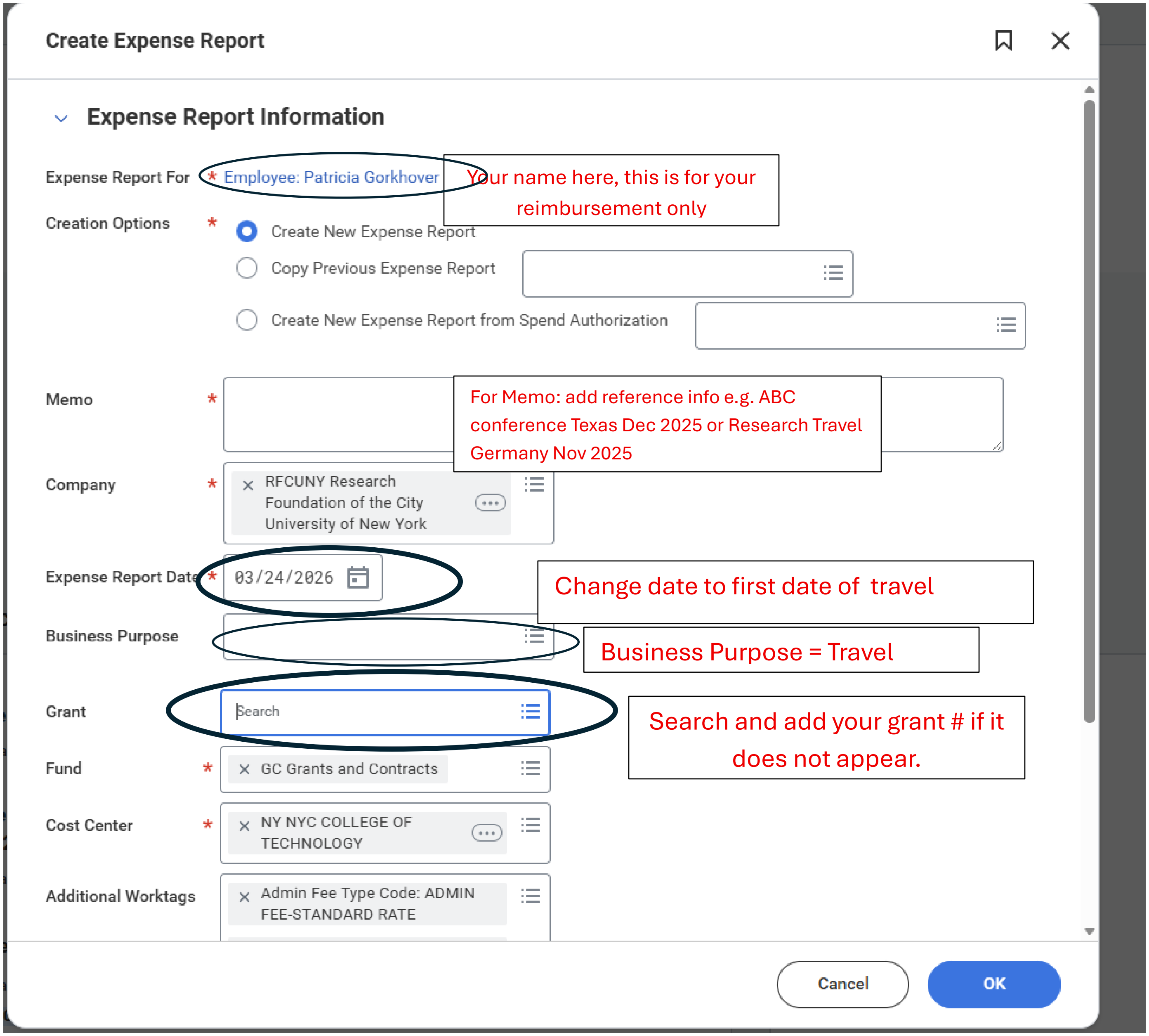
City Tech Guide for OneRF Travel Reimbursement

Prior to submitting for travel reimbursement please complete a RFCUNY travel expense voucher and create one PDF with signed voucher, travel receipts and proof of payment. For conference travel, you may also need a copy of the conference agenda and your conference badge.




Create Expense Report
Expense Report Information
Expense Report For
* Employee: Patricia Gorkhover
Your name here, this is for your reimbursement only
Creation Options
*
Create New Expense Report
Copy Previous Expense Report
Create New Expense Report from Spend Authorization
Memo
*
For Memo: add reference info e.g. ABC conference Texas Dec 2025 or Research Travel Germany Nov 2025
Company
*
RFCUNY Research Foundation of the City University of New York
Expense Report Date
*
03/24/2026
Change date to first date of travel
Business Purpose
Business Purpose = Travel
Grant
Search
Search and add your grant # if it does not appear.
Fund
*
GC Grants and Contracts
Cost Center
*
NY NYC COLLEGE OF TECHNOLOGY
Additional Worktags
Admin Fee Type Code: ADMIN FEE-STANDARD RATE
Cancel
OK

Create Expense Report

EXP-0004494 test test

Pay To	Status	Personal	Cash Advance Applied	Reimbursement	Total
Employee: Patricia Gorkhover	Draft	0.00 USD	0.00 USD	0.00 USD	0.00 USD

Header   Attachments   Expense Lines

No action required in Header section

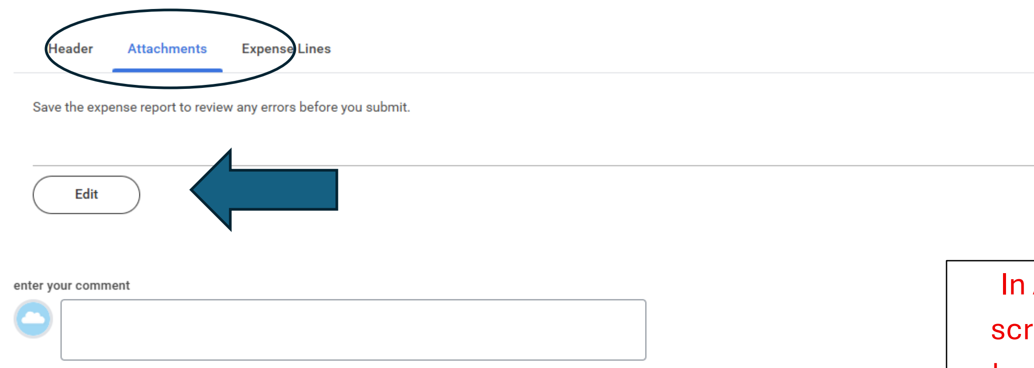
Save the expense report to review any errors before you submit.

Expense Report Number	EXP-0004494
Memo	test test
Position	P000010 Director of Sponsored Programs - S - SO9A SO9A (Sacheen McWatt), RFCUNY Research Foundation of the City University of New York
Company	RFCUNY Research Foundation of the City University of New York
Expense Report Date	03/24/2026
Business Purpose	(empty)
Reimbursement Payment Type	Check

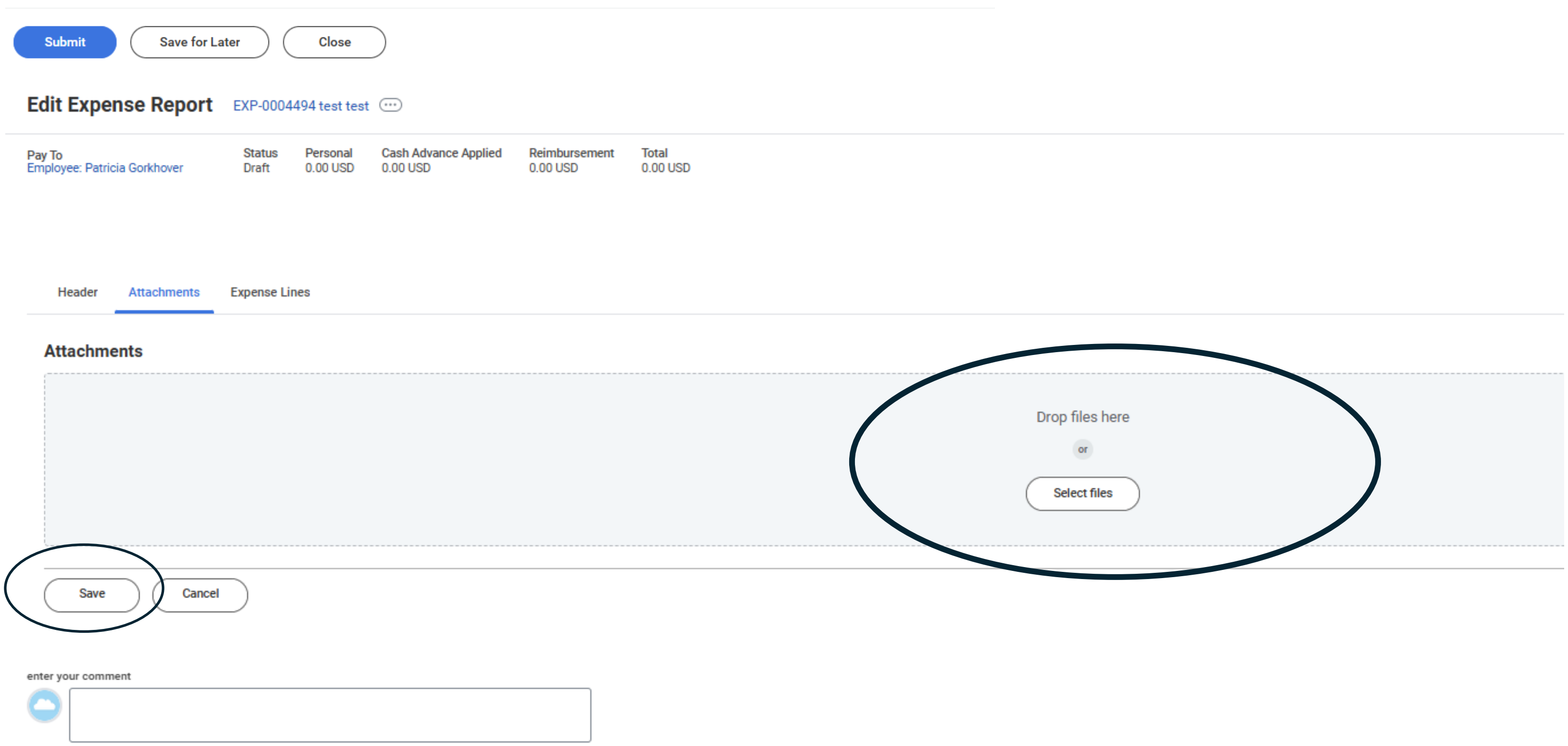
Edit

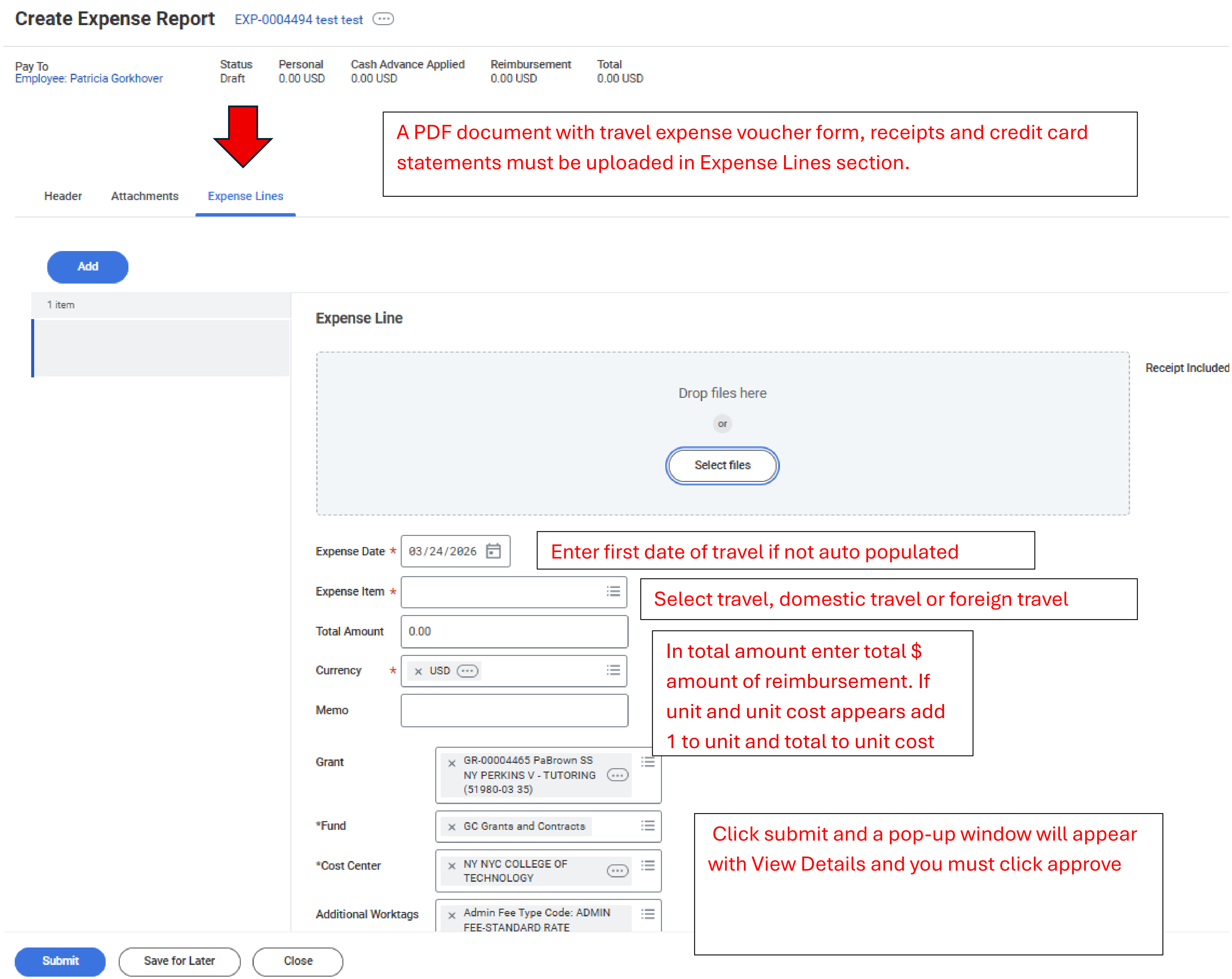
enter your comment

Submit   Save for Later   Close

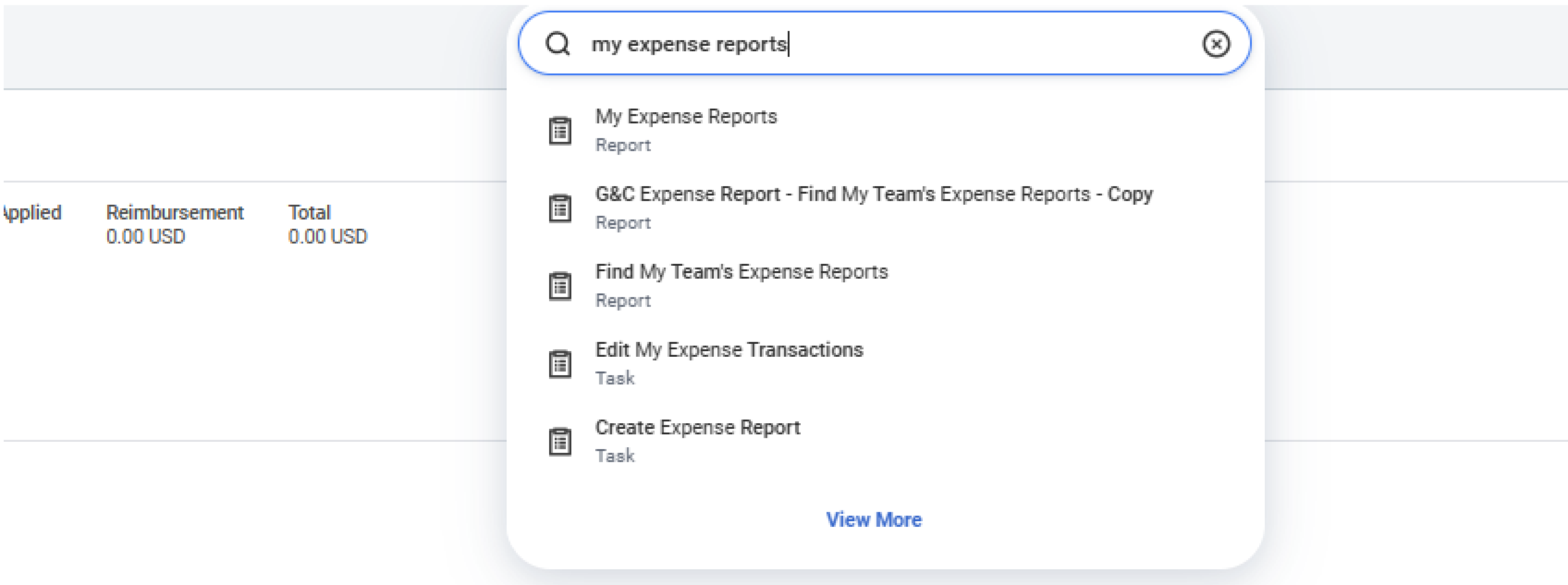


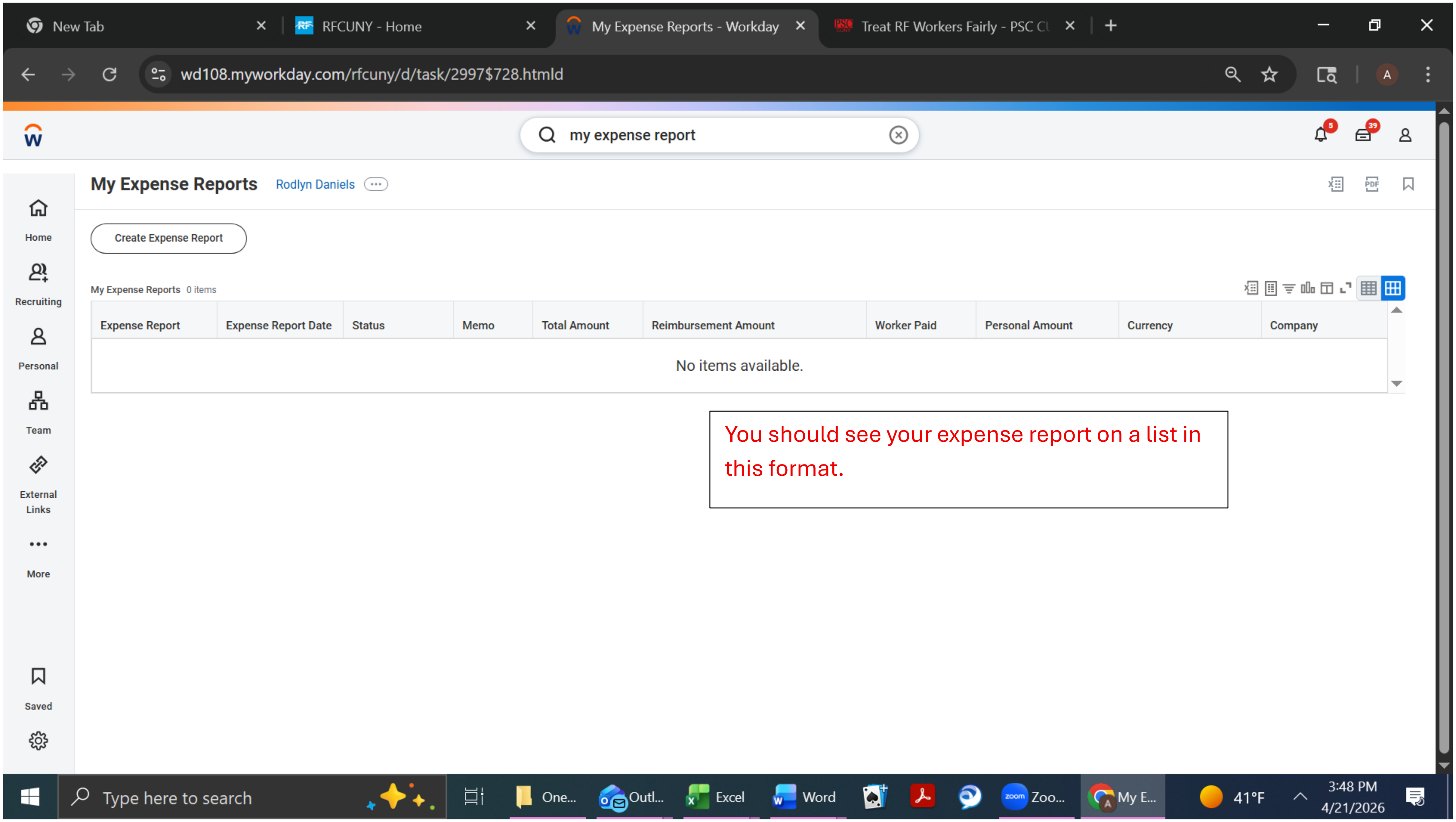
In Attachments section- click Edit and in next screen (below) upload the conference agenda, badge or any other non-financial documents and SAVE.




Create Expense Report
EXP-0004494 test test
Pay To
Employee: Patricia Gorkhover
Status
Draft
Personal
0.00 USD
Cash Advance Applied
0.00 USD
Reimbursement
0.00 USD
Total
0.00 USD
A PDF document with travel expense voucher form, receipts and credit card statements must be uploaded in Expense Lines section.
Header
Attachments
Expense Lines
Add
1 item
Expense Line
Receipt Included
Drop files here
or
Select files
Expense Date *
03/24/2026
Enter first date of travel if not auto populated
Expense Item *
Select travel, domestic travel or foreign travel
Total Amount
0.00
In total amount enter total $ amount of reimbursement. If unit and unit cost appears add 1 to unit and total to unit cost
Currency *
USD
Memo
Grant
GR-00004465 PaBrown SS NY PERKINS V - TUTORING (51980-03 35)
*Fund
GC Grants and Contracts
*Cost Center
NY NYC COLLEGE OF TECHNOLOGY
Additional Worktags
Admin Fee Type Code: ADMIN FEE-STANDARD RATE
Click submit and a pop-up window will appear with View Details and you must click approve
Submit
Save for Later
Close

In OneRF search bar type *My Expense Report* to view the expense report after submission or to edit if Save for Later was selected.





You should see your expense report on a list in this format.

View Expense Report

EXP-0004494 test test

Pay To	Status	Personal	Cash Advance Applied	Reimbursement	Total
Employee: Patricia Gorkhover	Draft	0.00 USD	0.00 USD	0.00 USD	0.00 USD

Header | Attachments | Expense Lines

Expense Report Number	EXP-0004494
Memo	test test
Position	P000010 Director of Sponsored Programs - S - SO9A SO9A (Sacheen McWatt), RFCUNY Research Foundation of the City University of New York
Company	RFCUNY Research Foundation of the City University of New York
Expense Report Date	03/24/2026
Created On	03/24/2026
Approval Date	(empty)
Business Purpose	(empty)
Reimbursement Payment Type	Check

If not submitted, you can edit by clicking Edit Expense Report. Edit as needed, Submit and Approve.

Edit Expense Report