



Travel Operations
College Park 300
Email: travel@fullerton.edu

Checklist for the Travel Authorization & Prepayment Request Form

If the traveler is currently employed by CSU Fullerton (state employee) and traveling on University business, submit approved CSUF Travel Authorization to Travel Operations, CP-300 prior to travel dates and regardless of funding source (state funds, Auxiliary funds, CSF Philanthropic Fd. funds, zero dollars, etc.).

Travel Operations only assigns a document number if the travel expenses will be paid by state funds.

Date, Document Number, and Revision:

- Date (Informed Filler will fill in the current date)
- Document Number (LEAVE BLANK unless this is a Revision and a document number was assigned – TRxxxxxx)
- If Revision, Check Here (check the box if this is a revised Travel Authorization)

Traveler, Preparer, and Campus Information:

- Name of CSUF Employee (traveler must be currently employed by CSU Fullerton – state employee)
- CWID (Campus Wide ID number)
- Title of CSUF Employee
- Department ID
- Department Name
- Preparer's Name
- Preparer's Phone No.
- Preparer's Email

Travel Information:

1. Purpose of Trip
The **purpose** of trip is required.
 2. Trip Destination
Trip destination is required (**the name of the city and state or the name of the city and country**).
- Foreign travel liability insurance** is required for most international travel. Contact Risk Management at extension 7346.
3. Departure Date and Time
The **departure date** and **departure time** (use military time) of the trip are required.
 4. Return Date and Time
The **return date** and the **return time** (use military time) of trip are required.
 5. Estimated Expenses
Fill in the estimated expenses for #5A through #5G.

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5. A. Conference or Registration Fees

If there will be conference or registration fees (excluding membership fees), fill in amount.

A **copy of the registration form must be attached** to the travel authorization request if there are conference or registration fees.

Questions regarding the policy and procedures for membership fees, contact Accounts Payable or send an email to DL-AP@fullerton.edu.

5. B. Per Diem (Meals)

Meal expenses are not allowed if any apply:

- Within 25 miles of the primary workplace
- Registration or other fee for a conference, convention, symposium, training, workshop, business meeting, etc. includes meals (claims for meal expenses may not be submitted)

Meals must not be charged to a Procurement Card.

If meals are charged to a Procurement Card by mistake, a copy of the University Cashier's receipt must be attached to the Travel Expense Claim.

The maximum meal reimbursement amounts for travel on or after 1/1/2007 are as follows:

- Breakfast \$10.00
- Lunch \$15.00
- Dinner \$25.00

Travel less than 24 hours:

- Breakfast may be claimed (up to \$10 for actual meal cost) if the travel is greater than 25 miles from the primary workplace, travel begins before 7:00 a.m., and breakfast was not included in registration or other fee.
- Lunch is not reimbursable.
- Dinner may be claimed (up to \$25 for actual meal cost) if the travel is greater than 25 miles from the primary workplace, travel extends past 6:00 p.m., and dinner was not included in registration or other fee.

Travel greater than 24 hours on the first day of travel:

- Breakfast may be claimed (up to \$10 for actual meal) if the travel is greater than 25 miles from the primary workplace, travel begins before 7:00 a.m., and breakfast was not included in registration or other fee.
- Lunch may be claimed (up to \$15 for actual meal cost) if the travel is greater than 25 miles from the primary workplace, travel begins before 2:00 p.m., and lunch was not included in registration or other fee.
- Dinner may be claimed (up to \$25 for actual meal cost) if the travel is greater than 25 miles from the primary workplace, travel begins before 6:00 p.m., and dinner was not included in registration or other fee.

Travel greater than 24 hours on the last day of travel:

- Breakfast may be claimed (up to \$10 for actual meal) if the travel is greater than 25 miles from the primary workplace, travel extends past 9:00 a.m., and breakfast was not included in registration or other fee.
- Lunch may be claimed (up to \$15 for actual cost of meal) if the travel is greater than 25 miles from the primary workplace, travel extends past 2:00 p.m., and lunch was not included in registration or other fee.
- Dinner may be claimed (\$25 for actual meal cost) if the travel is greater than 25 miles from the primary workplace, travel extends past 6:00 p.m., and dinner was not included in registration or other fee.

5.C. Lodging

If there will be lodging expenses (**room rate plus applicable taxes only**), fill in the amount.

Lodging expenses are not allowed within 25 miles of the primary workplace or the traveler's residence.

(Exceptions: Lodging expenses are allowed within 25 miles of the traveler's residence for a CSUF division retreat or a written justification letter signed by the President must be attached to the Travel Authorization Request Form).



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5.D. Private Vehicle Mileage

If a private vehicle will be used for travel, fill in private vehicle mileage. The amount is calculated by Informed Filler.

The mileage reimbursement rate is 0.55 per mile for travel on January 1, 2009 through December 31, 2009.

On a scheduled work day, mileage is calculated from the lesser of the two locations (traveler's headquarters or traveler's residence).

On a scheduled day off, mileage is calculated from the traveler's residence.

When the **traveler decides to drive a private vehicle instead of flying to a travel destination**, the traveler will be reimbursed only for the lesser of the transportation expense (either mileage reimbursement or mileage up to the airfare equivalent). **Documentation showing the lowest available airfare** must be attached to the Travel Expense Claim.

5.E. Rental Car, Rental Truck, University Vehicle

If a rental car will be used for travel, fill in the amount.

Enterprise Rent A Car is the preferred vendor. For additional information, [click here](#).

For travel within the United States, insurance is included in the CSU Fullerton rates with Enterprise. The traveler may purchase additional insurance offered by a rental car company; however, if additional insurance is selected, the insurance may not be charged to the Procurement Card and the traveler may not be reimbursed for the expense.

For international travel, contact Risk Management at (657) 278-7346 for guidance on obtaining the recommended insurance coverage (liability, theft, and collision) for a rental car. Since the University's contract with Enterprise does not extend to international travel, Risk Management recommends that the traveler purchase insurance coverage and the traveler may be reimbursed for this expense. Enterprise has rental car locations in Canada, Germany, Ireland, and United Kingdom. For other foreign locations, you may select another rental car company and obtain the required approval on the Travel Authorization.

If an **Enterprise rental truck** will be used for travel (attach a justification memo), fill in the amount. Enterprise rental truck is the preferred vendor.

If a **University vehicle** will be used for travel (only for University Police, Physical Plant, etc.) check the box. [Discontinuation of Campus Motorpool](#)

5.F. Airfare

If there will be economy-class/coach airfare expenses (upgrades to business class, etc. may not be charged to a Procurement Card or claims may not be submitted), fill in the amount.

Airlines that do not charge the traveler for the first checked bag:

- If there is no charge for the first checked bag, traveler must pay for additional checked bags by personal credit card and the cost cannot be claimed for reimbursement.

Majority of airlines that charge \$15 each way for the first checked bag:

- If there is a \$15 charge for the first checked bag, the cost for only the first checked bag may be charged to a Procurement Card or traveler may claim reimbursement for only the first checked bag if paid by personal credit card.
- The traveler must pay for additional checked bags by personal credit card and the cost cannot be claimed for reimbursement.

For extended international travel or tradeshow exhibits, attach a Justification memo to the Travel Authorization.

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5.G. Miscellaneous (Shuttle Taxi, Train, Self Parking, Telephone, Internet, Business Meals, Incidentals, Etc.)

If there will be miscellaneous expenses (i.e. shuttle, taxi, economy-class train, self parking, business telephone, business fax-computer use charges, approved business meals, incidentals, etc.), fill in the amount.

An approved Directive 11 for business meals and an itemized receipt must be attached to the Travel Expense Claim.

Passport fees and Visa fees may not be charged to a Procurement Card and the traveler may not be reimbursed for these expenses.

Limos, upgrades to business class on a train, personal telephone or fax-computer use charges, and valet parking may not be charged to a Procurement Card and the traveler may not be reimbursed for these expenses.

If there is only valet parking at the hotel, **a document from the hotel stating only valet parking** must be attached to the Travel Expense Claim.

5.H. Total Estimated Expenses

The amount is calculated by Informed Filler. If the amount is \$0.00 or the travel expenses will be paid by Auxiliary Services funds, a travel document number will not be assigned.

6. Authorized Amount Not To Exceed

If a Department does not wish to exceed a maximum amount, fill in the maximum amount. If no expenses will be incurred, fill in \$0.00. If the amount is \$0.00 or the travel expenses will be paid by Auxiliary Services funds, a travel document number will not be assigned.

7. Charges To Accounts

Fill in the required fields and amount(s).

The required fields are account (6), fund (5), and department (5).

- In-state travel – use account 606001
- Out-of-state travel – use account 606002
- International travel – use account 606802

The optional fields are program (4), class (5), and project (8).

The amount(s) in #7 must equal the Total Estimated Expenses #5-H unless a Department does not wish to exceed a maximum amount.

If a Department does not wish to exceed a maximum amount, the amount(s) in #7 must equal the Authorized Amount Not To Exceed #6.

Example 1:

Total Estimated Expenses #5-H is \$500.00
Authorized Amount Not To Exceed #6 is BLANK
The amount(s) in Charge to Accounts #7 must equal \$500.00

Example 2:

Total Estimated Expenses #5-H is \$500.00
Authorized Amount Not To Exceed #6 is \$200.00
The amount(s) in Charge to Accounts #7 must equal \$200.00

Example 3:

Total Estimated Expenses #5-H is \$500.00
Authorized Amount Not To Exceed #6 is \$0.00
If an account number is entered in Charge to Accounts #7, the amount will default to \$0.00

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8. Travel Prepayment (Registration Fee)

If a travel prepayment for the registration fee is requested, fill in payable to (name of the vendor), amount, and required date.

A **copy of the registration form must be attached** to the travel authorization request.

9. Check if Procurement Card Used For Travel

If a Procurement Card will be used for travel, check the box.

Travel document number is required prior to charging travel expenses to a Procurement Card.

10. Completed Driving Requirements

If completed the driving requirements listed below, check the box.

Private Vehicle:

- **AUTHORIZATION TO OBTAIN DRIVING RECORDS FROM THE DEPARTMENT OF MOTOR VEHICLES** (INF 254) is required if a private vehicle or University vehicle will be used for travel. Submit the completed INF 254 form to University Police, UPD. A new INF 254 form must be submitted to University Police when the traveler's Driver License expires. [Click here](#).
- **AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS** (STD 261) is required if a private vehicle will be used for travel. Submit a copy of the approved STD 261 form or renewal form with the required approval to Travel Operations (CP-300) every fiscal year (July 1st to June 30th). [Click here](#).
- The **University approved Defensive Driver Training class** is required if a private vehicle or University vehicle will be used for travel. A Defensive Driver Training class must be taken every four years. If you have any questions about the class schedule or on-line training, send an email to Melissa Dominguez at mdominguez@fullerton.edu.

Rental Vehicle or University Vehicle:

- **AUTHORIZATION TO OBTAIN DRIVING RECORDS FROM THE DEPARTMENT OF MOTOR VEHICLES** (INF 254) is required if a private vehicle or University vehicle will be used for travel. Submit the completed INF 254 form to University Police, UPD. A new INF 254 form must be submitted to University Police when the traveler's Driver License expires. [Click here](#).
- The **University approved Defensive Driver Training class** is required if a private vehicle or University vehicle will be used for travel. A Defensive Driver Training class must be taken every four years. If you have any questions about the class schedule or on-line training, send an email to Melissa Dominguez at mdominguez@fullerton.edu.

11. Traveler's Signature

The traveler's signature is required (signature must be original).

Foreign travel liability insurance is required for most international travel. Contact University Risk Management at extension 7346 to obtain this coverage.

The traveler and any passengers in any vehicle driven on University business must wear a seat belt. The Traveler must report all accidents to University Police or the Office of University Risk Management within 48 hours. To drive on University business, the traveler must have submitted an original **AUTHORIZATION TO OBTAIN DRIVING RECORDS FROM THE DEPARTMENT OF MOTOR VEHICLES** (INF 254) form to University Police, submitted a copy of the approved **AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS** (STD 261) form to Travel Operations (if driving a private vehicle), and completed University approved defensive driver training within the last four years.

The traveler must submit an approved Travel Expense Claim for their trip within 30 days from the return date and repay the balance, if any, of unexpected travel money advanced. The State may deduct the amount advanced from funds payable by the State to the traveler, including any State salary warrant(s).



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12. Approval(s)

The required approver's signatures are required (all signatures must be original).

The travel authorization request must also be approved in advance by the **Division Vice President and President** (regardless of whether it is State funds, CSUF ASC, CSFPF, ASI or the authorized amount is zero dollars) if any apply:

- **International travel**
- **Registration fees exceeds \$500 for a conference, convention, symposium, training, workshop, business meeting, etc.**
- **More than two campus employees are attending the same conference, convention or symposium** (not required for three or more people attending the same training, workshop or business meeting unless registration fees exceed for each individual exceed \$500)

Additional forms required

- Academic Affairs Division Request for Exception to Travel & Equipment Restrictions – form must be attached to Travel Authorization is the fund is THEFD
- Statement of Certification for Student Travel - (Student employee) form must be attached to Travel Authorization

Accounts Payable/Travel Operations Use Only

- Leave blank (completed by Travel Operations).