

TRAVEL DOCUMENTS – PREVENTING DELAYS IN PROCESSING:

TRAVEL AUTHORIZATION:

- Traveler (State employee) must submit an approved Travel Authorization to Travel Operations prior to travel date regardless of funding source
- Missing CWID number
- If line 6 is blank, 5H must equal amount(s) in line 7
- If there is an amount in line 6, must equal amount(s) in line 7
- Missing or incomplete account number(s): in-state 606001, out-of-state 606002, international 660802
- Travel prepayment for registration fee
 - Must attach registration form indicating: payee, remit address, phone number, amount (if vendor is not set up, 204 Form is required)
- Travel document number is required prior to charging on a University issued Procurement Card
- Driving requirements must be up-to-date
- Foreign Travel Liability Insurance (required for most international travel, contact Risk Management at ext. 7346)
- Traveler's signature and approvals must be original
- Division Vice President and President approval required prior to the departure date (regardless funding source: State, CSUF ASC, CSFPF, ASI, or for zero dollar authorizations)
 - International travel
 - Registration fee 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 for each individual exceed \$500)
- Academic Affairs Division Request for Exception to Travel & Equipment Restrictions – form must be attached to Travel Authorization if the fund is THEFD
- Statement of Certification for Student Travel – (Student employee) form must be attached to Travel Authorization

BLANKET TRAVEL AUTHORIZATION:

- Travel within California and only used for the following:
 - 1) Business meals charged to a P-Card
 - 2) Mileage
 - 3) Parking
- Department ID (only one DEPT ID permitted)
- Chartfield
 - Required: account, fund, and department
 - Optional: program, class, and project
- Traveler's signature and approvals must be original
- Academic Affairs Division Request for Exception to Travel & Equipment Restrictions – form must be attached to Travel Authorization if the fund is THEFD
- Statement of Certification for Student Travel – (Student employee) form must be attached to Travel Authorization

TRAVEL EXPENSE CLAIM:

- Missing CWID number
- Change of Address (must notify Travel / not on same system as Payroll – check box on claim or send email to Travel Operations)
- Missing Departure/Return time
- Lodging – must be listed per day (room and tax only)
- Per diem meals (incorrect amount, may not be entitled depending on departure/return time)
- Incidentals may be claimed for each 24 hour period
- Incorrect mileage rate and/or calculation
 - On a scheduled work day, mileage is calculated from the lesser of the two locations (traveler's headquarters or residence)
 - On a scheduled day off, mileage is calculated from the traveler's residence
- Expenses paid by University must be deducted (12)
- Remarks box (16)
 - Indicate all University expenses (i.e. Procurement Card and prepayment paid by CSUF check)
 - If business expense is listed in box (9), type brief description of business expense (i.e. business phone calls, fax, internet access, etc.)
- Traveler's signature and approvals must be original
- Approval in box (18)
- Approval in box (19) for business expenses over \$25 (excluding registration fee)

MISSING SUPPORTING DOCUMENTATION / RECEIPTS:

- Agenda, email, flyer, program
- Research Travel – Statement of Purpose form must be attached to Travel Expense Claim
- Original receipts showing proof of payment / Procurement Card copy of receipts showing proof of payment
 - Itinerary is not a receipt, proof of payment is required
 - Registration form is not a receipt, proof of payment is required
 - Copy of the CSUF check stub for registration fee is not a receipt
 - Copy of canceled personal check (front and back is required)