



CALIFORNIA STATE UNIVERSITY FULLERTON

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

Checklist for the Travel Expense Claim Form

If the claimant is a CSU Fullerton employee (state employee), the approved Travel Expense Claim with all the required receipts and documentation must be submitted within 30 days from the return date to Travel Operations, CP-300. Also, an approved Travel Expense Claim is required to close out the Travel Authorization if travel expenses were paid by state funds (i.e. charged to a University issued Procurement Card and/or University check for a travel prepayment request).

If the trip was cancelled and no travel expenses were incurred by the claimant or the University, send an email with the traveler's name, document number, and statement to close out the Travel Authorization to travel@fullerton.edu.

Document Number, Page Number, and CWID Number:

- Document Number (document number assigned by Travel Operations - TRxxxxxx)
- If Revision, Check Here (check the box if this is a revised Travel Expense Claim)
- Page ____ of ____
- Campus Wide ID Number (CWID)

Claimant, Preparer, and Campus Information:

- Claimant's First Name
- Claimant's Last Name
- Department
- Residence Address
- City, State, Zip Code
- If your address has changed, check the box
- If your name has changed, check the box
- Preparer's Name
- Preparer's Email Address
- CSU Campus Name (CSU, Fullerton)
- Headquarters Address (800 N. State College Blvd., Fullerton, CA 92834-6808)

Travel Information:

1. Month(s)/Year
The month(s) and year of the trip date are required.

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2. **Day**
Fill in the dates for each day of the trip (from the departure date to the return date). All the travel dates are required.
3. **Time**
Departure time (use military time) of trip is required.
Return time (use military time) of trip is required.
4. **Location**
The **location(s)** where expenses were incurred is required (name of the city and state or name of the city and country).
5. **Lodging**
Room rate plus applicable taxes only.
Business phone charges or fax/computer use charges should be listed as a Business Expense (9) and parking costs should be listed as Transportation (8C).
 - List the daily room rate plus applicable taxes for each day.
 - 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 was attached to the approved Travel Authorization Request Form).
 - If lodging expenses are paid by the claimant, an original itemized receipt showing proof of payment is required. A credit card statement or a bank statement is not a receipt.
 - If lodging is charged to a Procurement Card, a copy of the itemized receipt showing proof of payment is required. The credit card statement is not a receipt. The total amount for lodging charged to a Procurement Card must be listed as Expenses Paid By University (12).
6. **Claimant's 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 also may not be submitted).
 - In the event the traveler must forgo the provided meal for health reasons, an original itemized receipt must be submitted for the meal that was purchased in lieu of the provided meal. Also, an explanation from the traveler for the purchase must be attached to the Travel Expense Claim. The amount claimed for the purchased meal must not exceed the maximum meal reimbursement amount.

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 1/1/07 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 for travel on or after 1/1/07) if the travel was greater than 25 miles from the primary workplace, travel began before 7:00 a.m., and not included with the registration or other fee.
 - Lunch is not reimbursable.
 - Dinner may be claimed (up to \$25 for actual meal cost for travel on or after 1/1/07) if the travel was greater than 25 miles from the primary workplace, travel extends past 6:00 p.m., and not included with the registration or other fee.



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

- Breakfast may be claimed (up to \$10 for actual meal cost for travel on or after 1/1/07) if the travel was greater than 25 miles from the primary workplace, travel began before 7:00 a.m., and not included with the registration or other fee.
- Lunch may be claimed (up to \$15 for actual meal cost for travel on or after 1/1/07) if the travel was greater than 25 miles from the primary workplace, travel began before 2:00 p.m., and not included with registration or other fee.
- Dinner may be claimed (up to \$25 for actual meal cost for travel on or after 1/1/07) if the travel was greater than 25 miles from the primary workplace, travel began before 6:00 p.m., and not included with 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 cost for travel on or after 1/1/07) if the travel was greater than 25 miles from the primary workplace, travel extends past 9:00 a.m., and not included with registration or other fee.
- Lunch may be claimed (up to \$15 for actual meal cost for travel on or after 1/1/07) if the travel was greater than 25 miles from the primary workplace, travel extends past 2:00 p.m., and not included with registration or other fee.
- Dinner may be claimed (up to \$25 for actual meal cost for travel on or after 1/1/07) if the travel was greater than 25 miles from the primary workplace, travel extends past 6:00 p.m., and not included with registration or other fee.

7. Incidentals

An additional \$5.00 incidental allowance may be claimed **for each 24-hour period**.

The term "incidental allowance" includes, but is not limited to fees and tips for services such as for waiters and baggage handlers. It does not include expenses for cab fares, telephone calls, telegrams, laundry, cleaning and pressing of clothes, lodging taxes, etc.

8. (A) Cost of Transportation

List the amount for economy-class/coach airfare, baggage, rental car, rental truck, gasoline for a rental car or truck, shuttle (including tip), and economy-class train.

- Limos, upgrades to business class on a train, and airline upgrades to business class, etc. may not be charged to a Procurement Card and the claimant may not be reimbursed for these expenses.
- If transportation expenses are paid by the claimant, an original itemized receipt showing proof of payment is required. A credit card statement or bank statement is not a receipt.
- If transportation expenses are charged to a Procurement Card, a copy of the itemized receipt showing proof of payment is required. The credit card statement is not a receipt. The amount must be listed as Expenses Paid By University (12).
- The traveler may purchase additional insurance offered by the airlines; however, if additional insurance is selected, the insurance may not be charged to a Procurement Card and the employee will not be reimbursed for this expense.
- Enterprise Rent A Car is the preferred vendor. For travel within the United States, 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 a Procurement Card and the employee will not be reimbursed for this expense.
- 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 if obtained the required approval on the Travel Authorization.
- Enterprise rental truck is the preferred vendor. If Enterprise rental truck was used for travel, a justification memo is required.
- Gasoline for a University/state vehicle must be charged to a state gas card.
- If there is no charge for the first checked bag from the airlines, the traveler must pay for additional checked bags by a personal credit card and the cost cannot be claimed for reimbursement.
- If there is a \$15 charge for the first checked bag from the airlines, the cost for only the first checked bag may be charged to a Procurement Card or the traveler may claim reimbursement for only the first checked bag if paid by a personal credit card. The traveler must pay for additional checked bags by a personal credit card and the cost cannot be claimed for reimbursement. An exception may be made for extended international travel or tradeshow exhibits, if a justification memo was attached to the Travel Authorization with the required approval.

8. (B) Typed Used

List the type of transportation used. (A = Airfare, B= Baggage, RC = Rental Car, RT = Rental Truck, RG = Rental Vehicle Gas, S = Shuttle, T = Train).

8. (C) Taxi, Toll, Self Parking

List the amount for taxi (including tip), tolls, and self parking.

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- If a self parking receipt for \$10 or less is not available, no receipt is required. Type an explanation in the Remarks Section (16).
- 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.
- If transportation expenses are paid by the claimant, an original itemized receipt showing proof of payment is required. A credit card statement or bank statement is not a receipt.
- If transportation expenses are charged to a Procurement Card, a copy of the itemized receipt showing proof of payment is required. The credit card statement is not a receipt. The amount must be listed as Expenses Paid By University (12).

8. (D) Private Car Use

The mileage reimbursement rate must be in Mileage Claimed (15) for form to calculate the Private Vehicle Amount (8D).

The Private Vehicle Amount (8D) is calculated by Informed Filler.

- The mileage reimbursement rate is 0.55 per mile for travel on January 1, 2009 through December 31, 2009.
- Fill in the number of miles driven. The amount is calculated by Informed Filler.
- 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 their 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). Type an explanation in the Remarks Section (16). Documentation showing the lowest available airfare must be attached to the Travel Expense Claim.

9. Business Expense

Business expenses include registration fees, business telephone calls, fax/computer use, and business meals while on travel with official University guests (Directive 11 required), etc.

- If business expenses are paid by the claimant, an original itemized receipt showing proof of payment is required. A credit card statement or bank statement is not a receipt.
- If business expenses are charged to a Procurement Card, a copy of the itemized receipt showing proof of payment is required. The credit card statement is not a receipt. The amount must be listed as Expenses Paid By University (12).
- If registration fees are paid by University check (travel prepayment), an original receipt showing proof of payment is required. The check stub or a copy of the prepayment check is not a receipt. The amount must be listed as Expenses Paid By University (12).
- An approved Directive 11 for meals while on travel with official University guests (including faculty recruitment for only Academic Affairs) must be attached to the Travel Expense Claim.
- If foreign travel liability insurance for international travel was required by University Risk Management, the amount for the foreign travel liability insurance is not included on the Travel Expense Claim.
- An explanation is required in the Remarks Section (16) for all business expenses.
- Business expenses over \$25 (excluding registration fees and the foreign travel liability insurance for international travel required by University Risk Management) require a Special Expense Authorization (signature of approver and date) in Section (19).

Passport/visa fees may not be charged to a Procurement Card and the employee will not be reimbursed for this expense.

10. Total Expenses For Day

The amount is calculated by Informed Filler.

11. Travel Claim Total

The Travel Claim Total is the total of all expenses, including the travel expenses charged to a Procurement Card and a travel prepayment. If foreign travel liability insurance for international travel was required by University Risk Management, the amount for the foreign travel liability insurance is not included on the Travel Expense Claim. The Travel Claim Total is calculated by Informed Filler.

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- If a dollar amount is listed on the Travel Authorization in Authorized Amount Not To Exceed (6), the Travel Claim Total on the Travel Expense Claim must be equal or less than the maximum approved amount on the Travel Authorization (6).

12. Expenses Paid By University

List all expenses paid by the University (i.e. Procurement Card, travel prepayment, etc).

The **total** Expenses Paid by University (12) is calculated by Informed Filler.

13. Total Reimbursement To Claimant

The amount to be reimbursed to the claimant.

The **total** Expenses Paid By University (12) is deducted from the **total** Travel Claim Total (11) by Informed Filler.

14. Chartfield

Fill in the required fields and amount(s).

The required fields are account, fund, and department.

- 606002 (CMS account number) for out-of-state travel
- 606802 (CMS account number) for international travel
- 660840 (CMS account number) for Academic Affairs only (employee in-state and out-of-state travel expenses for faculty recruitment)
- 660842 (CMS account number) for Academic Affairs only (employee interview meal expenses for faculty recruitment while on approved travel)

The optional fields are program, class, and project.

The amount listed after each Chartfield account number(s) must equal the total reimbursement to claimant (13).

15. Mileage Rate Claimed

The mileage reimbursement rate must be selected for form to calculate the Private Vehicle Amount (8D).

Select the mileage reimbursement rate.

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

16. Purpose of Trip, Remarks and Details

The purpose of trip and a brief explanation of all the Business Expenses in Column (9) are required in the Remarks Section (16).

List all expenses charged to a Procurement Card or paid by University

Attach all required receipts and documentation to the claim.

- Attach a document that shows the purpose, location, and dates from the conference, convention, symposium, training, workshop, business meeting, etc. (i.e. agenda, program, flyer, or email) to the Travel Expense Claim.
- If a research-related trip and there is no agenda or program, the traveler must complete, sign and attach the Research Travel – Statement of Purpose form to the Travel Expense Claim.
- If there is no agenda or program, the traveler must complete, sign and attach the Statement of Purpose form to the Travel Expense Claim. Contact Travel Operations for the required Statement of Purpose form.
- If the expenses were paid by the traveler, attach the original itemized receipts showing proof of payment to the Travel Expense Claim. A credit card statement or bank statement is not a receipt.
- If the expenses were charged to a Procurement Card, attach a copy of the itemized receipt showing proof of payment to the Travel Expense Claim. The credit card statement is not a receipt.
- Receipts smaller than 8 ½" x 11" must be taped to a blank 8 ½" X 11" paper (do not tape over amounts, dates, name of vendor, etc. because the print on the receipt is hard to read).
- If a highlighter is used on the receipts and documentation, only use a yellow highlighter (all other colors must not be used on the receipts and documentation because it is hard to read).
- White out the credit card number (except the last four digits) on all receipts.



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- Remove all staples on receipts and documentation.
- Receipt and/or documentation on the back side must be copied and attached to the claim.
- Receipts in foreign currency, attach a document that shows the US dollar equivalent (i.e. credit card statement that shows the charge in US dollars or a foreign exchange currency converter print out that shows the conversion rate and US dollar equivalent for the date the expense was incurred such as ONADA.com).

17. Claimant's Signature and Date

The claimant's signature and date are required (signature must be original).

18. Signature of Approver, Date and Print Name of Approver

The Travel Expense Claim must be approved by the appropriate authorized approval (Responsible Person or designee for the department number).

The approver's signature must be original. Also, print name of approver is required.

If the traveler and responsible person is the same, an approval from the next higher level is required.

19. Special Expense Authorization

Required for all business expenses over \$25 (excluding registration fees and the foreign travel liability insurance for international travel required by University Risk Management).

If required, the approver's signature must be original.