



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

Checklist for the Travel Expense Claim Form (Moving and Relocation for New Employees)

Moving and relocation expenses may be eligible for payment or reimbursement by California State University, Fullerton. However due to IRS Regulations, certain expenses are considered taxable and are reportable to the individual. Some common examples include pre-move house hunting expenses (transportation and lodging) and meals. Required employment taxes will be withheld from the employee's paycheck for such reimbursements. Expenses paid directly to a third-party for moving services (packing, shipping, and unloading) are non-taxable. In addition, reimbursement is not allowed for any move less than 50 miles from your former residence and for transporting a private vehicle.

Contact the University Tax Compliance Manager at (714) 278-5671 if you have additional tax related questions for moving and relocation expenses.

Document Number, Page Number, and CWID Number:

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

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 of each day of trip (from the departure date to the return date). All the travel dates and/or dates expenses incurred 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 new employee and spouse.
 - List the daily room rate plus applicable taxes for each day.
 - 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.
6. **Meals**
Reimbursement may be made for actual meal expenses incurred (excluding alcohol beverages and tobacco) for new employee and spouse up to the maximum CSU per diem rates.

The maximum meal reimbursement amounts for travel on or after 1/1/09 (new employee and spouse) are as follows:
 - Breakfast \$10.00
 - Lunch \$15.00
 - Dinner \$25.00**Travel less than 24 hours (new employee and spouse):**
 - Breakfast may be claimed (up to \$10 for actual meal cost for travel on or after 1/1/09) if the travel began before 7:00 am.
 - Lunch may be claimed (up to \$15 for actual meal cost for travel on or after 1/1/09) if travel began before 2:00 pm.
 - Dinner may be claimed (up to \$25 for actual meal cost for travel on or after 1/1/09) if travel extends past 6:00 pm.**Travel greater than 24 hours on the first day of travel (new employee and spouse):**
 - Breakfast may be claimed (up to \$10 for actual meal cost for travel on or after 1/1/09) if travel began before 7:00 am.
 - Lunch may be claimed (up to \$15 for actual meal cost for travel on or after 1/1/09) if travel began before 2:00 pm.
 - Dinner may be claimed (up to \$25 for actual meal cost for travel on or after 1/1/09) if travel began before 6:00 pm.**Travel greater than 24 hours on the last day of travel (new employee and spouse):**
 - Breakfast may be claimed (up to \$10 for actual meal cost for travel on or after 1/1/09) if travel extends past 9:00 am.
 - Lunch may be claimed (up to \$15 for actual meal cost for travel on or after 1/1/09) if travel extends past 2:00 pm.
 - Dinner may be claimed (up to \$25 for actual meal cost for travel on or after 1/1/09) if travel extends past 6:00 pm.
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, rental vehicle gas, shuttle (no reimbursement for a limo), and economy-class train for new employee and spouse.
 - If transportation 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.

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- 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 new employee may not be reimbursed for these expenses.
- The new employee may purchase insurance offered by an airline company; however, if insurance is selected, the new employee will not be reimbursement for the cost of the insurance.
- Excess baggage for the new employee and spouse may be claimed.
- The new employee may purchase additional insurance offered by a rental car/truck company; however, if additional insurance is selected, the new employee will not be reimbursed for the cost of the additional insurance. Also, the new employee will not be reimbursed for other rental car/truck charges (i.e. GPS, Sirius radio, etc.)

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

- 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.
- Valet parking may not be charged to a Procurement Card and no reimbursement for valet parking.
- If a self parking receipt for \$10 or less is not available, no receipt is required. Type an explanation in the Remarks Section (16).

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 0.19 per mile for travel on January 1, 2011 through December 31, 2011.
- The mileage reimbursement rate is 0.165 per mile for travel on January 1, 2010 through December 31, 2010.
- If relocation will be completed by the new employee's private vehicle, the new employee should keep a record of the mileage traveled.
- Fill in the number of miles driven in the new employee's private vehicle. The amount is calculated by Informed Filler.
- Gasoline costs for private vehicle will not be reimbursed.
- No reimbursement for transporting a private vehicle or repairs on a private vehicle.

9. Business Expense

Business expenses for moving of household goods (i.e. moving vendor, shipping costs, and/or packing supplies).

- If business 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 business expenses (i.e. moving vendor) are paid by University, a copy of the invoice from the moving vendor is required. The amount must be also listed as *Expenses Paid By University* (12).
- An explanation is required in the *Remarks* Section (16) for all business expenses.
- Business expenses **over \$25.00** require a *Special Expense Authorization* (signature of approver and date) in Section (19).

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 Procurement Card and moving company that received written authorization from Travel Operations to directly invoice the University).

The Travel Claim Total is calculated by Informed Filler.

The *Travel Claim Total* must be equal or less than the approved maximum amount on the Certification for Reimbursement of Moving/Relocation Expenses.

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If more than one Travel Expense Claim for the new employee is submitted, the grand total (the *Travel Claim Total* on each Travel Expense Claim) must be equal or less than the approved maximum amount on the Certification for Reimbursement of Moving/Relocation Expenses.

If an approved **revised** Certification for Reimbursement of Moving/Relocation Expenses will be submitted, contact Travel Operations at travel@fullerton.edu for instructions.

12. Expenses Paid By University

List all expenses paid by other than the claimant (i.e. Procurement Card and moving company that received written authorization from Travel Operations to directly invoice the University).

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 (6), fund (5), and department (5).**

- Faculty Relo-Move – use account 660815
- Employee Relo-Mov – use account 660042

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.

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

15. Mileage Rate Claimed

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

- The mileage reimbursement rate is 0.165 per mile for travel on January 1, 2010 through December 31, 2010.
- The mileage reimbursement rate is 0.24 per mile for travel on January 1, 2009 through December 31, 2009.

16. Purpose of Trip, Remarks and Details

State purpose of trip and a brief explanation of all *Business Expenses* in Section (9).

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

Attach original receipts showing proof of payment to the Travel Expense Claim. If an expense was charged to a Procurement Card, attach a copy of the itemized receipt showing proof of payment to the Travel Expense Claim.

17. Claimant's Signature and Date

The new employee's signature and date are required. The new employee's signature must be original.

18. Signature of Approver and Date

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



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If the traveler and responsible person is the same, an approval from the next higher level is required. The approver's signature must be original. Also, print name of approver is required.

19. **Special Expense Authorization**

Required for all **business expenses over \$25.00**. If required, the approver's signature must be original.

NOTE:

White out the credit card number (except the last four digits) on all receipts.

Tape receipts smaller than 8 ½ x 11 to a blank 8 ½ x 11 paper. Avoid taping over amounts, dates, etc. on the receipts because they become hard to read.

Remove all staples on receipts and documentation.

Receipt and/or documentation on the back side must be copied and attached to the claim.