EMPLOYEE TRAVEL (travel on or after 4/1/11)
Policy and Procedures for Travel Expense Claim

If the traveler is a CSU Fullerton employee (state employee – faculty, staff, or student employee/job related) and travel expenses paid by state funds, 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).

If travel expenses were paid by state funds (i.e. charged to a Procurement Card, University check for a travel prepayment request and/or registration fee paid by a Cash Posting Order), an approved Travel Expense Claim must be submitted to Travel Operations to close out the Travel Request.

If the trip was cancelled and travel expenses were incurred by the University, an approved Travel Expense Claim must be submitted to Travel Operations (CP-300).

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 Request to travel@fullerton.edu.

**Document Number, Page Number, and CWID Number:**
- Document Number (document number assigned 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)

**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 so the traveler’s address can be updated in the Accounts Payable/Travel system
- If your name has changed, check the box so the traveler’s name can be updated in the Accounts Payable/Travel system
- Preparer’s Name
- Preparer’s Email Address
- Headquarters Address (address for primary workplace)
- CSU Campus Name (CSU, Fullerton)

**Travel Information:**
1. **Month(s)/Year**
   - The month(s) and year of the trip date are required
2. **Day**
   - Fill in the dates for each day of the trip (from the departure date to the return/arrive date)
   - All the travel dates are required (if personal travel combined with business travel, all personal dates are also required)
3. **Time**
   - **Departure time on the first day of travel** (use military time) of trip is required
   - **Arrival time for each travel location** (use military time) is required
   - **Return/arrival time** (use military time) of trip is required
   - Day trips without an overnight stay, **departure time and return time for each day** required
4. Location
   • Departure location (must indicate if traveler departed from work or home)
   • The location(s) for each travel destination is required (name of the city and state or name of the city and country)
   • Return location (must indicate if traveler returned to work or home)

Amounts on the Travel Expense Claim must be in U.S. dollars
   ▪ Receipts in foreign currency must be converted to U.S. dollars
   ▪ Attach a copy of the conversion to U.S. dollars or a copy of the credit card statement showing the U.S. dollar amount
   ▪ ONADA Currency Converter may be used (select the foreign currency, enter the foreign currency amount, and enter date of purchase)
     www.oanda.com/currency/converter/

Subsistence expenses consist of lodging, meals and incidental expenses
   ▪ The applicability for reimbursement of these expenses begins when the traveler leaves his/her residence or normal work location (whichever occurs last) and ends when the traveler arrives back to residence or work location (whichever occurs first)

5. Lodging
   Room rate plus applicable taxes only

   Travel Packages
   • Each aspect of the travel package must be separately itemize on the receipt (e.g., itemized hotel charges, airfare, rental car) for reimbursement or allowable Procurement Card charge
   • No business-related travel should be booked through a vendor unless the traveler has confirmed with the vendor that each aspect of the package will be separately itemized on the receipt

   Lodging expenses are not allowed within 25 miles of the traveler’s headquarters or traveler’s residence
   • A traveler may secure lodging when traveling on business more than 25 miles (one way) from their headquarters or residence, whichever is closer

   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 or his/her designee must be attached to the Travel Request or Travel Expense Claim

   The traveler should ask the hotel to provide verification of single room cost if he/she takes a companion (reimbursement is at the single room rate)

   Personal expenses such as in-room movies, room service, personal phone calls, and in room mini bar must be paid for with personal funds and these personal expenses may not be charged to a Procurement Card

   Lodging – travel less than 30 days
   • Overnight travel within the 48 contiguous states, Alaska, Hawaii and U.S. Possessions will be reimbursed according to actual expenses as supported by original itemized receipts
     o If lodging is charged to a Procurement Card, a copy of the itemized receipt showing proof of payment is required (a credit card statement is not a receipt) and the total amount for lodging must be listed as Expenses Paid by University (12)
     o If lodging was charged to the traveler’s personal credit card, an original itemized receipt showing proof of payment must be attached to the Travel Expense Claim (credit card statement or bank statement is not a receipt)
   • Lodging in international destination will be reimbursed in accordance with the Federal Maximum Travel Per Diem Allowances for Foreign Areas published by the U.S. Department of Defense http://aopralc.state.gov/web/920/per_diem.asp and receipts will not be required

   Lodging – travel less than 30 days (non-commercial facilities)
   • When non-commercial facilities such as cabins, house trailers, vans, field camping equipment, or other such facilities are used, the traveler shall be reimbursed a daily amount based on an estimate of actual expenses up to 100% of the applicable federal per diem lodging rate for the appropriate geographic area

   Lodging – travel 30 days or more
   • Maximum lodging per diem determined by Authorized Approver cannot exceed the Federal Per Diem for area (no receipts required)
Lodging – travel in excess of one year
- Per Diem up to $150% of 30 day per diem (no receipts required)

Lodging with a friend or relative
- When a traveler lodges with a friend or relative while on official business for the University, a non-cash gift, such as flowers, plant, groceries, or a restaurant meal, may be provided to the host (only one reimbursable gift per trip may be provided to a host)
- The actual cost of such a gift may be reimbursed up to $75 on a per trip basis should be listed as a Business Expense (9)
- Itemized receipt must be provided for gifts costing $25 or more
- No alcohol, cash or gift cards allowed

6. Claimant’s Meals

Traveler’s meals for breakfast, lunch and dinner (excluding alcohol and/or tobacco)

Meal expenses are not allowed within 25 miles of the traveler’s headquarters or traveler’s residence

If a 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.

Travelers must pay for their own meals with personal funds (cash or personal credit card) while on University-related travel
- Refer to 5.G. for a business meal with University guests

Travelers MAY NOT charge their meals to a Procurement Card
- If meals are charged to a Procurement Card by mistake, the traveler must repay the University for a disallowed expense charged to a Procurement Card
- To reimburse the University at the CSUF Cashier located in UH-180, complete a Reimbursement or Deposit to University Account form. http://finance.fullerton.edu/documents/controller/accountspayable/forms/ReimbOrDepToUnivAcct.xlsx
- Submit the completed Reimbursement or Deposit to University Account form and a personal check to the Cashier
- Obtain an original receipt from the Cashier
- A copy of the receipt must be attached to the Travel Expense Claim and the original receipt must be attached to the Procurement Card statement

Meal Reimbursement Changes
- Per Meal limits ($10, $15, $25) no longer applicable
- Itemized receipt required for any meal expense of $25 or more
- Total amount for meals claimed per day must not exceed the $55 per day limit

Meals – travel less than 12 hours without an overnight stay (contiguous 48 states)

Example: 7 a.m. to 6 p.m. = 11 hours
- No reimbursement for meals

Meals – travel less than 24 hours without an overnight stay (contiguous 48 states)

Example: 5 a.m. to 11 p.m. = 18 hours
- No reimbursement for meals

Meals – travel less than 24 hours without an overnight stay (contiguous 48 states)

Exception:
- If the employee is inconvenienced by being required to depart before 5 a.m., the actual expense for breakfast may be claimed (per Meal limit $10 for breakfast no longer applicable)
  - Reimbursed breakfast expense is reportable and taxable, itemized receipt required for any meal expense of $25 or more, total amount for meals claimed per day must not exceed the $55 per day limit
EM EMPLOYEE TRAVEL (travel on or after 4/1/11) Policy and Procedures for Travel Expense Claim

- If the employee is inconvenienced by being required to arrive home after 11 p.m., the actual expense for dinner may be claimed (per Meal limit $25 for dinner no longer applicable)
  - Reimbursed dinner expense is reportable and taxable, itemized receipt required for any meal expense of $25 or more, total amount for meals claimed per day must not exceed the $55 per day limit
- Under no circumstances will expenses for lunch be reimbursed for travel of less than 24 hours without an overnight stay (except POST Training – Commuter Lunch Meal Reimbursement per the POST Administrative Manual)
  - POST Training – actual expense for lunch is reportable and taxable, itemized receipt required for any meal expense of $25 or more, total amount for meals claimed per day must not exceed the $55 per day limit

### Meals – travel less than 24 hours and includes an overnight stay (contiguous 48 states)

**Example:** 7 p.m. to 3 p.m. next day = 20 hours

- Actual meal expenses incurred may be claimed only if the travel is greater than 25 miles from the traveler’s headquarters or residence
- Expenses incurred for meals that were included with registration or other fees will not be reimbursed (unless there is a valid health reason)
- Total amount for meals claimed per day must not exceed the $55 per day limit
- Itemized receipt required for any meal expense of $25 or more
- Per Meal limits ($10, $15, $25) no longer applicable

### Meals – travel greater than 24 hours (contiguous 48 states)

**Example:** 8 a.m. on day 1 to 6 p.m. on day 2 = 34 hours

- Actual meal expenses incurred may be claimed only if the travel is greater than 25 miles from the traveler’s headquarters or residence
- Expenses incurred for meals that were included with registration or other fees will not be reimbursed (unless there is a valid health reason)
- Total amount for meals claimed per day must not exceed the $55 per day limit
- Itemized receipt required for any meal expense of $25 or more
- Per Meal limits ($10, $15, $25) no longer applicable

### Meals (Alaska, Hawaii, and U.S. Possessions)

- Travelers may claim a meal per diem for the destination of travel and current rate at time of travel
- Rates (Local Meals for a location) are set by the Department of Defense
- Link: [http://www.defensetravel.dod.mil/site/perdiemCalc.cfm](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm)
- Partial days are pro-rated according to duration spent in location. For partial days, hours should be rounded to the nearest quarter day as follows:
  - 3 hours up to 9 hours equals ¼ day or 25% (of the Local Meals Rate)
  - 9 hours up to 15 hours equals ½ day or 50% (of the Local Meals Rate)
  - 15 hours up to 21 hours equals ¾ day or 75% (of the Local Meals Rate)
  - 21 hours up to 24 hours equals 1 day or 100%
- If a meal is provided, the Local Meals Rate must be reduced by the value of the furnished meal. If the actual value of the meal is not known, the traveler may provide an estimated cost.
- A copy of the Local Meals Rate for that location (including calculations for partial days and deductions from the Meal Allowance) must be attached to the Travel Expense Claim
- Receipts are not required

### Meals (International)

- Travelers may claim a meal per diem for the destination of travel and current rate at time of travel
- M & IE (meal and incidentals for a location) are set by the US Department of State
- Link: [http://aoprals.state.gov/web920/per_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)
- Partial days are pro-rated according to duration spent in location. For partial days, hours should be rounded to the nearest quarter day as follows:
  - 3 hours up to 9 hours equals ¼ day or 25% (of the Meal Allowance Rate)
  - 9 hours up to 15 hours equals ½ day or 50% (of the Meal Allowance Rate)
  - 15 hours up to 21 hours equals ¾ day or 75% (of the Meal Allowance Rate)
  - 21 hours up to 24 hours equals 1 day or 100%
- If a meal is provided, the M & IE Rate must be reduced by the value of the furnished meal (if the actual value of the meal is not known, the traveler may provide an estimated cost)
7. **Incidentals**

An incidental expense includes fees and tips given to porters, baggage carriers, bellhops, hotel housekeepers, etc.

Incidentals may not be claimed for travel less than 24 hours

Incidentals – travel greater than 24 hours (contiguous 48 states)
- Incidental expenses may be claimed only if the travel is greater than 25 miles from the traveler’s headquarters or residence
- Actual expense incurred up to the daily limit of $7
- Receipts are not required

Incidentals (Alaska, Hawaii, and U.S. Possessions)
- Travelers may claim an incidental per diem for the destination of travel
- Rates (Local Incidental Rate for a location) are set by the Department of Defense
- Link: [http://www.defensetravel.dod.mil/site/perdiemCalc.cfm](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm)
- Receipts are not required

Incidentals (international)
- Travelers may claim an incidental per diem for the destination of travel
- M & IE (meal and incidentals for a location) are maintained by the US Department of State
- Link: [http://aoprals.state.gov/web920/per_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)
- Receipts are not required

8. **(A) Cost of Transportation**

Transportation expenses are airfare, baggage, bus, rental car, rental truck, rental vehicle gas, shuttle, taxi and train.

Exceptions: A written justification letter signed by the President or his/her designee must be attached to the Travel Request or Travel Expense Claim

**Travel Packages**

- Each aspect of the travel package must be **separately itemized on receipt** (e.g., itemized hotel charges, airfare, rental car) for reimbursement or allowable Procurement Card charge
- No business-related travel should be booked through a vendor unless the traveler has confirmed with the vendor that each aspect of the package will be separately itemized on the receipt

List the amount for the transportation expense.

- Economy-class/coach airfare expenses (including travel booking fees)
  - Upgrades to business class or first class, early bird check-in fee, Even More Space, extra leg room, etc. may not be charged to a Procurement Card and the claimant may not be reimbursed for these expenses
  - 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
  - Travelers’ reimbursed from federal grants and contracts must only use U.S. carriers under the Fly America Act unless one of the following exceptions applies:
    - Use of U.S. carrier service would extend travel time, including delay at origin, by 24 hours or more
    - U.S. carriers do not offer nonstop or direct service between origin and destination (however, a U.S. carrier must be used on every portion of the route where it provides service unless, when compared to using an international air carrier, such use would increase the number of aircraft changes outside the United States by two or more, Extend travel time by at least 6 hours or more, or Require a connecting time of 4 hours or more at an overseas interchange point
    - When the costs of transportation are reimbursed in full by a third party, such as an international government or an international agency
    - Reimbursement of travel on an international air carrier may be denied in the absence of such justification
EMPLOYEE TRAVEL (travel on or after 4/1/11)
Policy and Procedures for Travel Expense Claim

- Checked baggage
  - The traveler may claim reimbursement for checked baggage that is considered reasonable and necessary for the business purpose and length of the trip. The approving authority is responsible for determining if the baggage fees are appropriate. Department approval may request the traveler to provide a justification memo.
- Bus (receipt required for $25 or more)
- Rental car
  - Insurance is included in the CSU Fullerton rates with Enterprise
  - 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
  - Extra charges (damage waiver, GPS, Sirius Satellite Radio, etc.) may not be charged to a Procurement Card and the traveler may not be reimbursed for these expenses
  - Rental Car for international travel (including U.S. Possessions):
    - 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 Request
    - Extra charges (damage waiver, GPS, Sirius Satellite Radio, etc.) may not be charged to a Procurement Card and the traveler may not be reimbursed for these expenses
- Rental truck
  - If Enterprise rental truck was used for travel, a justification memo is required
- Gasoline for a University/state vehicle
  - Gasoline for a University/state vehicle must be charged to a state gas card
- Taxi – amount plus tip (receipt required for $25 or more)
- Shuttle – amount plus tip (receipt required for $25 or more)
  - Shuttle service (including airport limousine service, if appropriate)
  - Limos may not be charged to a Procurement Card and the claimant may not be reimbursed for these expenses
- Economy-class train (receipt required for $25 or more)
  - Upgrades to business class on a train 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 (a credit card statement is not a receipt) is required and the amount must be listed as Expenses Paid By University (12)

Taxability of international travel with personal use
According to IRS, in the event if BOTH of the following conditions are met (a portion of the common business expenses is taxable to the traveler, including airfare costs and baggage airfare related fees):
- Total period of trip is longer than one week and at least 25% of the trip is personal
- Examples
  - Trip is 10 days (8 days business and 2 days personal) – 80% is business and 20% personal is considered non-taxable since personal days is less than 25% of trip and trip is longer than one week
  - Trip is 10 days (4 days business and 6 days personal) – 40% is business and 60% personal is considered taxable since personal days is at least 25% of trip is personal and trip is longer than one week

Questions regarding taxability of international travel with personal use, contact the University Tax Compliance Manager at (657) 278-5671
EMPLOYEE TRAVEL (travel on or after 4/1/11)
Policy and Procedures for Travel Expense Claim

8. **(B) Typed Used**
   Select the type of transportation used
   - Airfare – select A
   - Baggage – select B
   - Bus – select BU
   - Rental Car – select RC
   - Rental Truck – select RT
   - Rental Vehicle Gas – select RG
   - Shuttle – select S
   - Taxi – select T
   - Train – select TR

8. **(C) Self Parking, Toll**
   List the amount for self parking and tolls (receipt required for $25 or more)
   Valet parking may not be charged to a Procurement Card and no reimbursement for valet parking. If there is only valet parking at the hotel, the receipt and a **document from the hotel stating only valet parking** must be attached to the Travel Expense Claim.
   Non-Reimbursable Expenses: FastTrack (or equivalent)
   - Exceptions for FastTrack expenditures that arise because of special or unusual circumstances must be documented and approved by the appropriate approving authority
   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) and the amount must be listed as Expenses Paid By University (12)

8. **(D) Private Car Use**
   No reimbursement when the traveler uses a privately owned motorcycle or motor-driven cycle
   If a private vehicle will be used for travel on approved University business, fill in private vehicle mileage
   - The mileage reimbursement rate must be in Mileage Claimed (15) for form to calculate the Private Vehicle Amount (8D)
   The mileage reimbursement rate is 0.50 per mile for travel on January 1, 2010 through December 31, 2012
   Expenses for travel between the traveler’s residence and normal work location (commuting expense) shall not be allowed
   Normal Work Location is defined as the place where the major portion of an employee’s working time is spent or the place to which the employee’s department determines what constitutes an individual employee’s work location for the purpose of these procedures
   University business travel occurs on a schedule work day, mileage is calculated:
   - If departing from the traveler’s normal work location, mileage may be claimed from the traveler’s work location to destination
   - If departing from the traveler’s residence, mileage may be claimed from the lesser of the two locations (from traveler’s work location to destination or from traveler’s residence to destination)
   - If returning to the traveler’s normal work location, mileage may be claimed from the destination to traveler’s work location
   - If returning to the traveler’s residence, mileage may be claimed from the lesser of the two locations (from destination to traveler’s work location or from destination to traveler’s residence)
   University business travel occurs on a regularly schedule day off, mileage is calculated:
   - From the traveler’s residence
   When a traveler is authorized to drive a private vehicle to or from a common carrier terminal, mileage may be reimbursed as follows:
   a) One round trip, including parking for the duration of the trip; or
   b) Two round trips, including short-term parking expenses, when an employee is driven to a common carrier
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

Expenses for travel between the traveler’s residence and normal work location (commuting expense) shall not be allowed

No reimbursement for private vehicle repairs or gasoline

**School Site Teach Candidate Supervisor (CALState TEACH)**

In their roles as School Site Teacher Candidate Supervisors, faculty will be reimbursed in accordance with the Memorandum of Understanding between the California Faculty Association and California State University. This Memorandum may be found at http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml

Mileage from CSUF to some frequently visited locations (one way)

- Azusa Pacific University – 24 miles
- Cal Poly Pomona – 15 miles
- Cal State Fullerton Irvine Campus (new campus located at 3 Banting) - 21 miles
- Cal State Fullerton Irvine Campus (old campus located at 7314 Trabuco Road) - 19 miles
- CSU Bakersfield - 141 miles
- CSU Dominguez Hills, Carson - 24 miles
- CSU Fresno - 253 miles
- CSU Long Beach - 25 miles (Note: until the 7th Street Bridge reopened on April 29, 2012 – mileage was temporary 27 miles to CSULB during the closure of the 7th Street Bridge)
- CSU Los Angeles - 27 miles
- CSU Northridge – 56 miles
- CSU San Bernardino - 53 miles
- Chancellor’s Office, Long Beach – 31 miles
- John Wayne (Orange County) Airport – 17 miles
- Los Angeles International Airport – 36 miles
- Ontario International Airport – 27 miles
- Rio Hondo Community College, Whittier - 23 miles
- San Diego State University – 99 miles
- UC Irvine - 20 miles

If a private vehicle will be used for travel on approved University business, mileage may be claimed only while the traveler is an occupant of the vehicle

- 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 0.50 per mile for travel on January 1, 2010 through December 31, 2012
- Fill in the number of miles driven (the amount is calculated by Informed Filler)
9. Business Expense
List the amount for the business expense

Business expenses include registration fees (including the membership fee for only faculty, staff or student employee/job related), fee for an exhibitor table or cost to purchase a table at an event, business telephone calls, fax/computer use charges, and business meals (excluding alcohol beverages and tobacco) while on travel with official University guests (Directive 11 required), etc.

- Registration or conference fees (for only faculty, staff or student employee (job related), may also include the membership fee if traveling to a conference)
- Fee for an exhibitor table at an event
- Purchase a table at an event. Approved Directive 11 to purchase a table at an event is required
- Business telephone calls
- Business fax/computer use charges
- Internet
- If trip exceeds six day, expenses for local and long-distance telephone calls (including one reasonable brief, non-emergency, personal call home per day); and laundering, cleaning, or pressing of clothing may be claimed
- Business meals (excluding alcohol beverages and tobacco) while on travel with University guests (including faculty recruitment for only Academic Affairs). Approved Directive 11 and an itemized receipt is required
- 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

October 15, 2012, passport and visa fees for international travelers when traveling on official University business may be charged to a Procurement Card and the traveler may be reimbursed for these expenses

If a business expense was charged to a Procurement Card, a copy of the itemized receipt showing proof of payment is required (a credit card statement or bank statement is not a receipt) and the amount must be listed as Expenses Paid By University (12)

If a business expense was charged to the traveler’s personal credit card, an original itemized receipt showing proof of payment must be attached to the Travel Expense Claim (credit card statement or bank statement is not a receipt).

If registration or conference fees (including membership fee) were paid by a University check an original itemized receipt showing proof of payment is required (the check stub is not a receipt) and the amount must be listed as Expenses Paid by University (12)

If registration fee will be paid by a CSU Cash Posting Request (CPO), type registration fee paid by CSU Cash Posting Request in Remarks section on the Travel Expense Claim and the amount must be listed as Expenses Paid by University (12)

- Travel Operations will obtain a copy of the CPO Letter from the Chancellor’s Office and attach it to the Travel Expense Claim

An explanation is required in the Remarks Section (16) for all business expenses

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
- If a dollar amount is listed on the Travel Request 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 Request (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 amount listed after each Chartfield account number(s) must equal the total reimbursement to claimant (13)

   **The required fields are account, fund, and department**
   - Account 660849 – only the amount for Registration Fee (for a meeting without training)
   - Account 660848 – only the amount for Registration / Conference Fee (conference, convention, workshop, training, etc.)
   - Account 606001 – In State Travel (excluding registration / conference fee)
   - Account 606002 – Out-of-State Travel (excluding registration / conference fee)
   - Account 606802 – International Travel (excluding registration / conference fee)
   - Account 660840 – Employee in-state and out-of-state travel expenses for faculty recruitment while on approved travel
   - Account 660842 – Employee interview meal expenses for faculty recruitment while on approved travel

   The optional fields are program, class, and project

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 0.50 per mile for travel on January 1, 2010 through December 31, 2011

16. **Purpose of Trip, Remarks and Details**
   State purpose of trip and a brief explanation of all the Business Expenses in Column (9)

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

   To reimburse the University for a disallowed Procurement Card charge, complete the Reimbursement or Deposit to University Account form, [http://finance.fullerton.edu/documents/controller/accountspayable/forms/ReimbOrDepToUnivAcct.xlsx](http://finance.fullerton.edu/documents/controller/accountspayable/forms/ReimbOrDepToUnivAcct.xlsx)
   - Submit the completed form with a personal check to the Cashier located in UH-180 and obtain a receipt
   - Attach the original receipt to the Procurement Card statement
   - Attach a copy of the receipt and a copy of the Reimbursement or Deposit to University Account form to the Travel Expense Claim
   - Type an explanation on the claim in the Remarks section

   **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 the address where traveled to is not on a document, address must be typed in the Remarks section on the Travel Expense Claim)
   - For international travel combined with personal travel, attach an itinerary for all travel dates 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 (a credit card statement or bank statement is not a receipt) to the Travel Expense Claim
   - If the expenses were charged to a Procurement Card, attach a copy of the itemized receipt showing proof of payment (a credit card statement is not a receipt) to the Travel Expense Claim
   - If a receipt was lost or never received, obtain a duplicate receipt. If unable to obtain a duplicate receipt, a completed Lost/Missing Receipt Verification Form with original signatures must be attached to the Travel Expense Claim
   - Receipts smaller than 8 1/2” x 11” must be taped to a blank 8 1/2” X 11” paper (do not tape over amounts, dates, name of vendor, etc. because the print on the receipt is hard to read)
### EMPLOYEE TRAVEL (travel on or after 4/1/11)  
**Policy and Procedures for Travel Expense Claim**

- 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
- 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 on each page of the Travel Expense Claim (signature must be original)

**Traveler Responsibility**

Individuals traveling on official University business must familiarize themselves with and adhere to the CSU Travel Policy

Travelers must ensure they have documented authorization to travel prior to embarking on the trip and/or prior to making non-cancellable travel arrangements

Travelers should make certain that the business related expenses they incur are ordinary, reasonable, not extravagant, and necessary for the purpose of the trip

The person due the reimbursement for travel costs incurred is responsible for:

- **a.** Submitting travel claims **within 30 days from the return of the trip**
- **b.** Providing the business purpose and inclusive dates of each trip
- **c.** Certifying he/she:
  - Received authorization to travel
  - Traveled on official business
  - Actually spent the amount for listed expenses
  - Has verified that the amount due is accurate
  - Has not and will not seek reimbursement for (1) a duplicate claim or (2) from any other source
- **d.** Returning to the University with 30 days, any reimbursement or payment issued by the University which subsequently results in a refund to the individual

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

Each page of 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

**Approving Authority Responsibility**

The approving authority designated to approve travel claims ensures all expenses are reasonable in terms of price, purpose, and necessity

The approving authority is responsible for:

- **a.** Ensuring expenses charged to his/her accounts are supported by sufficient funds and ensuring appropriateness of use of funds
- **b.** Ensuring expenses requested are ordinary, reasonable, not extravagant, necessary, and supported by a business purpose or justification, as appropriate
- **c.** Validating, to the extent possible, that the expenses listed were actually incurred by the employee and that appropriate supporting documentation is attached
- **d.** Reviewing and approving the business purpose and ensuring the request is in compliance with any applicable sponsored project/grant requirements
- **e.** Approving/denying payment of the travel claim in a timely manner
- **f.** Denying expenses not directly related to official University business