Streamlined Travel Request and Claim Processing Flow

Effective February 1, 2013 (for all Travel Requests initiated on or after this date)

1. Traveler or preparer completes the CSUF Business Travel and Prepayment Request. Traveler signs the Travel Request, required documentation attached to TR, and obtains the required approvals.

2. Traveler or preparer submits approved Travel Request with required documentation to Travel Operations (CP-300) or to the appropriate Auxiliary (single funded).

3. Travel Operations or Auxiliary verifies Travel Request for completeness, accuracy and, original signatures (Traveler & Final Approver).

4. When documentation completeness, accuracy and approvals are confirmed, Traveler is reimbursed by Auxiliary and Travel Record is closed.

5. Revised Travel Request for Multiple Source Funded:
   Submit Revised TR and copy of the original TR to Travel Operations (CP-300)
   Follow procedures under Multiple Source Funded

### Single Auxiliary Funded (e.g. ASC, CSFPF or IRA/ASI)

- **ONLY ASC funded:**
  - Submit Travel Request to ASC (CP-275)
  - Auxiliary assigns travel number TAAXXX, encumbers the funds, and emails Traveler and Preparer that travel has been approved
  - Traveler submits CSUF Travel Expense Claim and required receipts to ASC (Check Request not required)

- **ONLY CSFPF funded:**
  - Submit Travel Request to CSFPF (CP-850-10)
  - Auxiliary assigns travel number TAPXXX, encumbers the funds, and emails Traveler and Preparer that travel has been approved
  - Traveler submits CSUF Travel Expense Claim and required receipts to CSFPF (Check Request not required)

- **ONLY IRA funded (ASI):**
  - Submit Travel Request with IRA (ASI) Travel Advance or Check Request, together with supporting documentation, as detailed in IRA procedures to ASI (TSU-224)
  - When documentation completeness, accuracy and approvals are confirmed, Traveler is reimbursed by Auxiliary and Travel Record is closed

### CSUF State Funded

- **ONLY CSUF State Funded:**
  - Submit Travel Request to Travel Operations (CP-300)
  - Travel Operations emails Traveler and Preparer that travel has been approved and the assigned document number

- **$0 Travel Request:**
  - Submit $0 Travel Request to Travel Operations (CP-300)
  - Travel Operations emails Traveler and Preparer that travel has been approved and TR Number has been assigned
  - No TR number assigned

- **Traveler submits Travel Expense Claim and required receipts / documentation to Travel Operations (CP-300)**
  - When documentation completeness and accuracy are confirmed, Traveler is reimbursed by CSUF Accounting receives copy of paid claim & submits invoice (noting chartfield and TR#) to appropriate Auxiliary and TR Record is closed

### Multiple Source Funded (CSUF State Funded and/or Auxiliary Funded)

- **State & ASC funded or CSFPF funded:**
  - Submit Travel Request to Travel Operations (CP-300)
  - Travel Operations - Scans and emails copy of Travel Request to Auxiliary Contact
  - Auxiliary - Encumbers the funds, scans, and emails copy of approved TR to Travel Operations
  - Travel Operations - Emails Traveler, Preparer, and Auxiliary Contact(s) that travel has been approved and TR Number has been assigned
  - Traveler - Submits Travel Expense Claim and required receipts / documentation to Travel Operations (CP-300)
  - When documentation completeness and accuracy are confirmed, Traveler is reimbursed by CSUF Accounting receives copy of paid claim & submits invoice (noting chartfield and TR#) to appropriate Auxiliary and TR Record is closed
  - The respective Auxiliary (ASC or CSFPF) uses Invoice as backup to charge the appropriate Auxiliary/Project Account

- **State & IRA (ASI) funded:**
  - Submit Travel Request to Travel Operations (CP-300)
  - Travel Operations - Emails Traveler and Preparer that travel has been approved and TR Number has been assigned
  - Traveler - Submits Travel Expense Claim and required receipts / documentation to Travel Operations (CP-300)
  - When documentation completeness and accuracy are confirmed, Traveler is reimbursed by CSUF Accounting receives copy of paid claim & submits invoice (noting chartfield and TR#) to appropriate Auxiliary and TR Record is closed
  - IRA funded/ASI uses Invoice as backup to charge the appropriate Auxiliary/Project Account

### Multiple Auxiliary Funded (no state funds)

- Submit Travel Request to Travel Operations (CP-300)
  - Travel Operations – Forwards TR to one Auxiliary who will coordinate it with the other Auxiliary
  - Submit Travel Expense Claim to Travel Operations (CP-300)
  - Travel Operations – Forwards TEC and required receipts to the appropriate Auxiliary

Questions:
Contact the appropriate Auxiliary