### Streamlined Travel Request and Claim Processing Flow

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

1. **Traveler Prepares CSUF Business Travel and Prepayment Request Form and Obtains All Needed Approvals**
2. **Traveler Submits Approved Form with Required Backup to CSUF Travel Operations**
3. **Travel Operations Verifies Documentation for Completeness and Accuracy**

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

- **ASC funded:** Travel Operations reviews Travel Request and forwards to ASC Contact; Auxiliary assigns Travel Number TAAXXX, Encumbers the Funds and emails Traveler, Preparer, Risk Mgt (if Int’l Travel), & Travel Operations that travel has been approved.
- **CSFPF funded:** Travel Operations scans and emails copy of Travel Request to Auxiliary Contact; Auxiliary assigns Travel Number TAPXXX and Encumbers the Funds, scans and emails copy of approved Travel Request to Travel Operations.
- **IRA/ASI funded:** Travel Operations emails Traveler, Preparer, Auxiliary Contact and Risk Management (if Int’l travel) that travel has been approved.
- **ASC funded or CSFPF funded:** Traveler submits CSUF Travel Expense Claim and Required Receipts to the respective Auxiliary (Check Request not required). When Documentation Completeness and Accuracy is confirmed, Traveler is reimbursed and Travel Record is closed.

#### CSUF Funded

- Travel Operations emails Traveler, Preparer and Risk Management (if Int’l travel) that travel has been approved and TR Number has been assigned (No TR number assigned for $0 Requests).
- Traveler submits Travel Expense Claim and Required Receipts to Travel Operations.

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

- **ASC funded or CSFPF funded:** Travel Operations scans and emails copy of Travel Request to Auxiliary Contact.
- **ASC funded or CSFPF funded:** Auxiliary Encumbers the Funds.
- **ASC funded or CSFPF funded:** Auxiliary scans and emails copy of approved Travel Request to Travel Operations.
- **Traveler submits Travel Expense Claim and Required Receipts to Travel Operations, CP-300**.
- **ASC funded or CSFPF funded:** Travel Operations scans original Travel Expense Claim and Receipts to respective Auxiliary for Approval to confirm expense is Permitted on Noted Auxiliary Project/Account.
- **IRA/ASI funded:** Travel Operations scans original Travel Expense Claim, Travel Request and Receipts to IRA/ASI for Approval to confirm expense is Permitted on Noted Auxiliary Project/Account.
- **IRA/ASI funded:** Traveler submits Copy of approved Travel Request with IRA (ASI) Travel Advance or Check Request, together with supporting documentation, as detailed in IRA procedures.
- **ASC funded or CSFPF funded:** The respective Auxiliary (ASC, CSFPF or IRA/ASI) uses Invoice as backup to Charge the appropriate Auxiliary/Project Account.

When Documentation Completeness and Accuracy is confirmed, Traveler is reimbursed by CSUF, Accounting receives copy of paid claim & submits invoice (noting chartfield and TR#) to appropriate auxiliary and TR is closed.

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