EMPLOYEE TRAVEL (travel on or after 4/1/11)
Policy and Procedures for Travel Authorization and Prepayment Request

If the traveler is currently employed by CSU Fullerton (faculty/staff state employee) and traveling on University business, prepare CSUF Travel Authorization 4 – 6 weeks prior to the departure date to allow sufficient time to obtain the traveler’s signature and required approvals.

Submit approved CSUF Travel Authorization (if registration fees, attach a copy of the registration form) to Travel Operations (CP-300) prior to the travel dates and regardless of funding source (state funds, CSUF ASC funds, CSFPF funds, ASI funds, zero dollars, etc.).

Travel Operations only assigns a document number if the travel expenses will be paid by state funds.

Date, Document Number, Faculty/Staff, and Revision:
- Date (Informed Filler will fill in the current date)
- Faculty/Staff (check the box)
- Document Number (LEAVE BLANK unless this is a Revision and a document number was assigned – TRxxxxxx)
- If Revision, Check Here (check the box if this is a revised Travel Authorization)

Traveler, Preparer, and Campus Information:
- Name of CSUF Employee (traveler must be currently employed by CSU Fullerton – state employee)
- CWID (Campus Wide ID number)
- Title of CSUF Employee
- Department ID
- Department Name
- Preparer’s Name
- Preparer’s Phone No.
- Preparer’s Email

Travel Information:
1. Purpose of Trip
   The purpose of trip is required.

2. Trip Destination
   Trip destination is required (the name of the city and state or the name of the city and country).
   Foreign travel liability insurance is required for most international travel (including U.S. Possessions). Contact Risk Management at extension 7346 to obtain foreign travel liability insurance.

3. Departure Date and Time
   The departure date and departure time (use military time) of the trip are required.

4. Return Date and Time
   The return date and the return time (use military time) of trip are required.

   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. Estimated Expenses
   Fill in the estimated expenses for #5A through #5G.

5. A. Conference or Registration Fees
   If conference or registration fees (excluding membership fees), fill in amount. A copy of the registration form must be attached.
   The cost to purchase a table at an event (refer to 5.G.).
   If registration fees were charged to a Procurement Card, a copy of the itemized receipt showing proof of payment must be attached to the Travel Expense Claim and the original receipt must be attached to the Procurement Card statement.
If registration fees were charged to the traveler’s personal credit card or paid by a University check, 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).

Membership fees may be reimbursed on an Accounts Payable Check Request. The link for the Accounts Payable Check Request Process is http://finance.fullerton.edu/Controller/AccountsPayable/GeneralInformation/APCheckRequestProcess.aspx. Questions regarding membership fees, contact Accounts Payable or send an email to ap@fullerton.edu.

5. B. Meals (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. Click here. 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
- 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

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

Exception:
If the employee is inconvenienced by being required to depart or return home at unusual hours, they may be reimbursed for their actual expenses for breakfast, dinner or both (up to the daily limit of $55) depending on the circumstances.

(Example: traveler departs at 5 a.m. and arrives home at 11 p.m. – less than 24 hours and no overnight stay)
- Actual expenses for breakfast and/or dinner may be claimed as an exception to policy
- Reimbursed breakfast and/or dinner expenses are reportable and taxable
- Under no circumstances will expenses for lunch be reimbursed for travel of less than 24 hours (except POST Training – Commuter Lunch Meal Reimbursement per the POST Administrative Manual)
- 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 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
• Rates (Local Meals for a location) are set by the Department of Defense
• Link: 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:
  o 3 hours up to 9 hours equals ¼ day or 25% (of the Local Meals Rate)
  o 9 hours up to 15 hours equals ½ day or 50% (of the Local Meals Rate)
  o 15 hours up to 21 hours equals ¾ day or 75% (of the Local Meals Rate)
  o 21 hours up to 24 hours equals 1 day or 100% (of the Local Meals Rate)
• 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
• 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
• 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:
  o 3 hours up to 9 hours equals ¼ day or 25% (of the Meal Allowance Rate)
  o 9 hours up to 15 hours equals ½ day or 50% (of the Meal Allowance Rate)
  o 15 hours up to 21 hours equals ¾ day or 75% (of the Meal Allowance Rate)
  o 21 hours up to 24 hours equals 1 day or 100%
• A copy of the Foreign Per Diem Rates (including calculations for partial days and deductions from the Meal Allowance) must be attached to the Travel Expense Claim
• Receipts are not required

5.C. Lodging
If there will be lodging expenses (room rate plus applicable taxes only), fill in the amount.

Travel Packages
• Each aspect of the travel package must be separately itemized (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 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 must be attached to the Travel Authorization Request Form.

A reservation for reasonable lodging should only be made after an approved Travel Authorization has been submitted to Travel Operations (CP-300) and the traveler has received an email notification with the assigned travel document number.

The traveler should attempt to have the Occupancy Tax waived for all hotel/motel rooms for an overnight stay in California. It is recommended to inquire about this when making hotel/motel reservations. Prior to travel, complete the Hotel/Motel Occupancy Tax Waiver form and present it to the hotel/motel when checking in. Click [here](http://aoprals.state.gov/web920/per_diem.asp) to download the Hotel/Motel Transient Occupancy Tax Waiver form.

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. These 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
- 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://aoprals.state.gov/web920/per_diem.asp](http://aoprals.state.gov/web920/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 University business (in lieu of lodging), a non-cash gift, such as flowers, a 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
- Itemized receipt must be provided for gifts costing $25 or more
- No alcohol, cash or gift cards allowed

If the lodging was charged to a Procurement Card, a copy of the itemized receipt showing proof of payment must be attached to the Travel Expense Claim and the original receipt must be attached to the Procurement Card statement.

If the 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).

5.D. Private Vehicle Mileage (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 amount is calculated by Informed Filler.

The mileage reimbursement rate is 0.50 per mile for travel on January 1, 2010 through December 31, 2011.
Expenses for travel between the traveler’s residence and normal work location (commuting expense) shall not be allowed.

On a scheduled work day, traveler departs and/or returns to their residence, mileage is calculated:

- From the lesser of the two locations (traveler’s headquarters or traveler’s residence)

On a scheduled work day, traveler departs from their headquarters and/or returns to their headquarters, mileage is calculated:

- From the traveler’s headquarters to destination or from destination to traveler’s headquarters

On a scheduled 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:

- One round trip, including parking for the duration of the trip
- 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.

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](http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml)

No reimbursement for private vehicle repairs or gasoline.

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: mileage is temporary 27 miles to CSULB due to closure of the 7th Street Bridge that is scheduled to reopen in April 2012)
- 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

5.E. Rental Car, Rental Truck, University Vehicle

If a rental car will be used for travel, check the box and fill in the amount.

Travel Packages

- Each aspect of the travel package must be separately itemized (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.
A reservation for a rental car should only be made after an approved Travel Authorization has been submitted to Travel Operations (CP-300) and the traveler has received an email notification with the assigned travel document number.

- 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
- **Enterprise Rent A Car** is the preferred vendor
- For travel within the United States, insurance is included in the CSUF Fullerton rates with Enterprise
  - The traveler may purchase additional insurance offered by Enterprise or another rental car company; however, if additional insurance is selected, the insurance may not be charged to a Procurement Card and the traveler may not be reimbursed for the expense
- For international travel (including U.S. Possessions), contact Risk Management at (657) 278-7346 for guidance on obtaining the recommended insurance coverage (liability, theft, and collision) for a rental car
  - 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 the rental car was charged to a Procurement Card, a copy of the itemized receipt showing proof of payment must be attached to the Travel Expense Claim and the original receipt must be attached to the Procurement Card statement
- If the rental car 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 a rental truck will be used for travel (attach a justification memo), check the box and fill in the amount.

- A reservation for a rental truck should only be made after an approved Travel Authorization has been submitted to Travel Operations (CP-300) and the traveler has received an email notification with the assigned travel document number
- 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
- **Enterprise rental truck** is the preferred vendor
- If the rental truck was charged to a Procurement Card, a copy of the itemized receipt showing proof of payment must be attached to the Travel Expense Claim and the original receipt must be attached to the Procurement Card statement
- If the rental truck was charged to the traveler’s personal credit card, an original receipt showing proof of payment must be attached to the Travel Expense Claim (credit card statement or bank statement is not a receipt)

To make a car/truck reservation with **Enterprise Rent A Car** for a CSUF employee on University business:

- A reservation for a rental car or rental truck must be made after receipt of email notification with assigned travel document number from Travel Operations
- Traveler must be 21 or older and on approved University business
- Contact Enterprise or access the Enterprise website
  - (800) 228-2325
  - [www.enterprise.com](http://www.enterprise.com)
- Contact the Enterprise Fullerton Office for renting a vehicle in the Fullerton area (Enterprise Fullerton Office will deliver the rental vehicle to the campus)
  - Andy Wirz, Branch Manager
  - 729 W. Commonwealth Ave., Fullerton, CA 92832
  - (714) 525-7172
- Provide **NA30CSF** (CSUF Corporate Number) and **CSU** (first 3 characters of the Account's name)
  - CSUF Corporate number is required to obtain the CSU Fullerton rates and insurance
  - Insurance is included in the CSU Fullerton rates with Enterprise
  - The traveler may purchase additional insurance offered by Enterprise; however, if additional insurance is selected, the insurance may NOT be charged to a Procurement Card and the traveler will NOT be reimbursed for this expense
- Base Daily Rate for Compact & Intermediate Vehicles is $36.46
- Base Daily Rate for Trucks is $104.99
- Present a valid Driver's License, University-issued Procurement Card or personal credit card, and employee’s CSUF ID/Titan Card when picking up the vehicle to obtain the CSU Fullerton rates and insurance
- Pay for the vehicle using a University-issued Procurement Card or personal credit card
## EMPLOYEE TRAVEL (travel on or after 4/1/11)

### Policy and Procedures for Travel Authorization and Prepayment Request

- If the rental car/truck was charged to a Procurement Card, a copy of the itemized receipt showing proof of payment must be attached to the Travel Expense Claim and the original receipt must be attached to the Procurement Card statement.
- If the rental car/truck was charged to the traveler’s personal credit card, an original receipt showing proof of payment must be attached to the Travel Expense Claim (credit card statement or bank statement is not a receipt).

If a University vehicle will be used for travel (only for University Police, Physical Plant, etc.) check the box.

### Discontinuation of Campus Motorpool

#### 5.F. Airfare

If there will be economy-class/coach airfare expenses (upgrades to business class, early bird check-in fee, etc. may not be charged to a Procurement Card or claims may not be submitted), fill in the amount.

**Travel Packages**

- Each aspect of the travel package must be separately itemized (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.

### 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 and trip is longer than one week.

Questions regarding the taxability of international travel with person use, contact the University Tax Compliance Manager at (657) 278-5671.

### Taxability of federal travel

A reservation for reasonable airfare should only be made after an approved Travel Authorization has been submitted to Travel Operations (CP-300) and the traveler has received an email notification with the assigned travel document number.

- Purchase the airline ticket directly from an airline, travel agency, or online via the internet.
- The traveler may purchase additional insurance; however, the additional insurance may not be charged to a University issued credit card and the employee will not be reimbursed for this expense.
- If the airfare was charged to a University issued credit card, a copy of the receipt showing proof of payment must be attached to your Travel Expense Claim and the original receipt must be attached to the Procurement Card statement.
- If the airfare was charged to your personal credit card, an original receipt showing proof of payment must be attached to your Travel Expense Claim (credit card statement or bank statement is not a receipt).

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.

**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.
  - 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.

5.G. Miscellaneous: shuttle (including airport limousine service, if appropriate), taxi, economy-class train, self parking, travel booking fees, business telephone calls, internet, business meals (excluding alcohol beverages and tobacco) with an official University guest(s), incidentals, invitation to purchase a table at an event, etc.

If there will be miscellaneous expenses (i.e. shuttle, taxi, economy-class train, self parking, travel booking fees, business telephone calls, business fax/computer use charges, approved business meals with University guests, incidentals, invitation to purchase a table at an event, etc.), fill in the amount.

An approved Directive 11 for business meals (excluding alcohol beverages and tobacco) while on travel with an official University guest(s) and an itemized receipt must be attached to the Travel Expense Claim.

An approved Directive 11 to purchase a table at an event and a copy of the invitation must be attached to the Travel Authorization.

Passport fees and Visa fees may not be charged to a Procurement Card and the traveler may not be reimbursed for these expenses.

Limos, upgrades to business class on a train, personal telephone or fax/computer use charges, valet parking, and FastTrack may not be charged to a Procurement Card and the traveler may not be reimbursed for these expenses.

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 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.

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.

Incidentals 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

If a miscellaneous expense was charged to a Procurement Card, a copy of the itemized receipt showing proof of payment must be attached to the Travel Expense Claim and the original receipt must be attached to the Procurement Card statement.

If a miscellaneous 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).
5.H. Total Estimated Expenses
The amount is calculated by Informed Filler. If the amount is $0.00 or the travel expenses will be paid by Auxiliary Services funds, a travel document number will not be assigned.

6. Authorized Amount Not To Exceed
If a Department does not wish to exceed a maximum amount, fill in the maximum amount. If no expenses will be incurred, fill in $0.00. If the amount is $0.00 or the travel expenses will be paid by Auxiliary Services funds, a travel document number will not be assigned.

7. Charges To Accounts
Fill in the required fields and amount(s) for state funds, CSUF ASC funds, CSFPF funds, or ASI funds.

For state funds, the required fields are account (6), fund (5), and department (5).
- Account 660848 – only the amount for Registration/Conference Fees (training & professional development)
- Account 660849 – only the amount for Registration/Conference Fees (without training)
- Account 606001 – In-State Travel (excluding registration/conference fees)
- Account 606002 – Out-of-State Travel (excluding registration/conference fees)
- Account 606802 – International Travel (excluding registration/conference fees)
- Account 660840 – For Academic Affairs only, employee in-state and out-of-state travel expenses for faculty recruitment while on approved travel
- Account 660842 – For Academic Affairs only, employee interview meal expenses for faculty recruitment while on approved travel

For state funds, the optional fields are program (4), class (5), and project (8).

Authorized Amount Not To Exceed #6 is $0 (the total amount in Charge to Accounts #7 must also be $0)
Example:
- Total Estimated Expenses #5-H is $400
- Authorized Amount Not To Exceed #6 is $0.00
- The total amount in Charge to Accounts #7 must equal $0.00

Example:
- Total Estimated Expenses #5-H is $0.00
- Authorized Amount Not To Exceed #6 is $0.00
- The total amount in Charge to Accounts #7 must equal $0.00

Amount listed on Authorized Amount Not To Exceed #6 (the total amount in #7 must equal amount on #6)
Example:
- Total Estimated Expenses #5-H is $1200.00
- Authorized Amount Not To Exceed #6 is $800.00
- The total amount in Charge to Accounts #7 must equal $800.00

Authorized Amount Not To Exceed #6 is blank (the total amount in #7 must equal the Total Estimated Expenses #5.H.)
Example:
- Total Estimated Expenses #5-H is $900.00
- Authorized Amount Not To Exceed #6 is BLANK
- The total amount in Charge to Accounts #7 must equal $900.00

Example:
- Total Estimated Expenses #5-H is $0.00
- Authorized Amount Not To Exceed #6 is BLANK
- The total amount in Charge to Accounts #7 must equal $0.00

8. Travel Prepayment (Registration Fee)
If the vendor does not accept credit cards and/or the vendor is not another CSU campus, a travel prepayment for the registration fees may be requested.
To request a travel prepayment payable to the vendor for the registration fees, fill in payable to (name of the vendor), amount, and required date.

A copy of the registration form with the required information (payee, remit address, phone number and amount) must be attached to the travel authorization request.

If vendor is not set up in the Accounts Payable system, a completed 204 Form is required.

9. Check the Appropriate Box That Will Be Used For Travel
   University issue credit card
   • If a Procurement Card will be used for travel, check the box
   • Travel document number is required prior to charging travel expenses to a Procurement Card

CSU Cash Posting Request (registration fee)
   • Per the Chancellor’s Office, we no longer issue checks for registration fees to the campuses
   • The CSU campus holding the event and collecting the registration fees should prepare and submit the CSU Cash Posting Order Request Form to the Chancellor’s Office
   • Check the box CSU Cash Posting Request

10. Completed Driving Requirements
    If completed the driving requirements listed below, check the box.

Driving requirements - private vehicle will be used on University business:

- **AUTHORIZATION TO OBTAIN DRIVING RECORDS FROM THE DEPARTMENT OF MOTOR VEHICLES** (INF 254 – Request for Driver’s License Information) is required if a private vehicle will be used for travel. [Click here](#).
  - Submit the completed INF 254 form to University Police, UPD and keep a copy on file
  - A new INF 254 form must be submitted to University Police when the traveler’s Driver License expires

- **AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS** (STD 261) is required if a private vehicle will be used for travel. [Click here](#).
  - Submit a copy of the approved STD 261 form or renewal form with the required approval (traveler’s supervisor) to Travel Operations (CP-300) or fax a copy to 278-5816 every fiscal year (July 1st to June 30th)
  - If driver’s license has expired, update the driver’s expiration date on the STD. 261 form prior to submitting renewal copy to Travel Operations

  The University approved Defensive Driver Training class is required if a private vehicle or University vehicle will be used for travel.
  - A Defensive Driver Training class must be taken every four years
  - To enroll in a Defensive Driver Training (DDT) class, contact Environmental Health and Instructional Safety at 278-7233 for the next scheduled training session and instructions to enroll in an online class
  - The Environmental Health and Instructional Safety web site is [Defensive Driving Training Requirements](#)

Driving requirements - rental vehicle or University vehicle will be used on University business:

- **AUTHORIZATION TO OBTAIN DRIVING RECORDS FROM THE DEPARTMENT OF MOTOR VEHICLES** (INF 254 – Request for Driver’s License Information) is required if a private vehicle will be used for travel. [Click here](#).
  - Submit the completed INF 254 form to University Police, UPD and keep a copy on file
  - A new INF 254 form must be submitted to University Police when the traveler’s Driver License expires

- The University approved Defensive Driver Training class is required if a private vehicle or University vehicle will be used for travel.
  - A Defensive Driver Training class must be taken every four years
  - To enroll in a Defensive Driver Training (DDT) class, contact Environmental Health and Instructional Safety at 278-7233 for the next scheduled training session and instructions to enroll in an online class
  - The Environmental Health and Instructional Safety web site is [Defensive Driving Training Requirements](#)

A traveler driving on University business must have a valid California for the vehicle they are driving and have not been issued more than three moving violations or have been responsible for more than three accidents (or any combination of more than three thereof) during the past twelve month period. The driver and all passengers in any vehicle driven on University must wear a seat belt.
EMPLOYEE TRAVEL (travel on or after 4/1/11)
Policy and Procedures for Travel Authorization and Prepayment Request

All accidents must be reported to University Police or Risk Management within 48 hours.

11. Traveler’s Signature
The traveler’s signature is required (signature must be original).

I understand that foreign travel liability insurance is required for most international travel and that I contact University Risk Management at extension 7346 to obtain this coverage if I am traveling internationally.

I understand that I and any passengers in any vehicle driven on University business must wear a seat belt, and that I must report all accidents to University Police or the Office of University Risk Management within 48 hours. I understand that to drive on University business, I must have submitted an original “AUTHORIZATION TO OBTAIN DRIVING RECORDS FROM THE DEPARTMENT OF MOTOR VEHICLES” form (INF 254) form to University Police, submitted a copy of the approved “AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS” form (STD 261) form to Travel Operations (if driving a private vehicle), and completed University approved defensive driver training within the last four years.

I agree to submit my TRAVEL EXPENSE CLAIM for this trip within 30 days from the return date and repay the balance, if any, of unexpected travel money advanced. I understand that the State may deduct the amount advanced from funds payable by the State to me, including any State salary warrant(s). If my travel involves driving a State, private or rental vehicle, I certify that I meet the requirements set forth at http://finance.fullerton.edu/Controller/Travel/PolicyAndProcedures.aspx.

12. Approval(s)
I am authorized to approve this travel and adequate funds for available.

Travel Authorizations must also be approved prior to the departure date by the Division Vice President and President (regardless of funding source: State, CSUF ASC, CSFPF, ASI or zero dollars authorizations) if any apply:

- International travel (including U.S. Possessions)
- Registration Fee exceeds $700 for a conference, convention, symposium, training, workshop, business meeting, etc
- More than two campus employees are attending the same conference, convention, symposium or festival (This requirement does not apply to business meetings, training or workshops unless registration fees for each individual exceed $700)

Exceptions must be authorized in writing by the President or his/her designee.

- Exceptions may be granted due to extenuating circumstances and an exception must be documented. An approved exception will only be reimbursed for actual costs incurred, provided such costs are deemed to be ordinary, reasonable, not extravagant, and necessary under the circumstances.

All Signatures must be original. Submit the approved form to Travel Operations, CP-300 prior to departure date.

Accounts Payable/Travel Operations Use Only
- Leave blank (completed by Travel Operations).

If the trip was cancelled and no travel expenses were incurred by the traveler 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.

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).