Common issues / Processing delays

TRAVEL AUTHORIZATION – CSUF employees and student employees (job related):

- Traveler (State employee) must submit an approved Travel Authorization to Travel Operations prior to travel date regardless of funding source or zero dollars
- Missing or incorrect CWID number
- If line 6 is blank, amount on 5H must equal amount(s) in section 7
- If there is an amount in line 6 “Authorized Amount Not To Exceed”, amount on line 6 must equal amount(s) in section 7
- If line 6 is zero dollars, zero dollar authorization (no travel expenses will be paid by University funds)
- Conference or Registration fees – copy of registration form indicating amount must be attached
- If travel expenses will be paid by state funds, only the amount for the registration / conference fees should be recorded according to whether they are Training & Professional Development (account number 660848) or Without Training (account number 660849) in section 7
- If travel expenses will be paid by state funds, use the appropriate account number(s) for the other travel expenses (excluding the registration / conference fees) in section 7
- Missing or incomplete account number(s): in-state 606001, out-of-state 606002, international 660802 in section 7
- Travel prepayment for registration fee
  - Must attach registration form indicating: payee, remit address, phone number, amount (if vendor is not set up, 204 Form is required)
- Travel document number is required prior to charging on a University issued Procurement Card
- Driving requirements must be up-to-date (STD 261, INF 254, Defensive Driver Training)
- Foreign Travel Liability Insurance (required for most international travel, contact Risk Management at ext. 7346)
- Traveler’s signature and approvals must be original
- Division Vice President and President approval required prior to the departure date (regardless funding source: State, CSUF ASC, CSFPF, ASI, or for zero dollar authorizations)
  - International travel (including U.S. Possessions)
  - Registration fee exceeds $500 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 $500.)
- Additional required forms – CSUF student employees (job related)
  - Statement of Certification for Students Receiving University Funds for Travel
  - Grant Award Letter (if applicable)
BLANKET TRAVEL AUTHORIZATION – CSUF employees and student employees (job related):

- Travel within California and only used for the following:
  1) Mileage
  2) Self Parking
  3) Toll
  4) Business meals with University guest charged to a P-Card (Directive 11 required)

- Department ID (only one DEPT ID permitted)

- Chartfield – state funds
  - Required: account 606001, fund, and department
  - Optional: program, class, and project

- Traveler’s signature and approvals must be original

- Chartfield – account number for CSUF ASC, CSFPF, ASI

- Driving requirements must be up-to-date (STD 261, INF 254, Defensive Driver Training)

- Traveler’s signature and approvals (must be original)

- Additional required forms – CSUF student employees (job related)
  - Statement of Certification for Students Receiving University Funds for Travel

TRAVEL EXPENSE CLAIM – CSUF employees and student employees (job related):

- Completed Monthly Mileage Details Form must be attached to the Travel Expense Claim for blanket travel
  (Type total miles on Travel Expense Claim in column #8D and in column #4 “MONTHLY MILEAGE DETAILS FORM ATTACHED”
TRAVEL EXPENSE CLAIM – CSUF employees and student employees (job related):

- Missing CWID number
- Change of Address (must notify Travel / not on same system as Payroll or HR – check box on claim or send email to Travel Operations)
- Missing Departure/Return time
- Lodging – must be listed per day (room and tax only)
- Per diem meals (incorrect amount, may not be entitled depending on departure/return time)
- Incidentals may be claimed for each 24 hour period
- Incorrect mileage rate and/or calculation
  - On a scheduled work day, travel departs and/or returns to their residence, mileage is calculated from the lesser of the two locations (traveler’s headquarters or residence)
  - On a scheduled work day, traveler departs from their headquarters and/or return 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
- Expenses paid by University must be deducted (12)

Remarks box (16)
  - Indicate all University expenses (i.e. Procurement Card and prepayment paid by CSUF check)
  - If business expense is listed in box (9), type brief description of business expense (i.e. registration fee, business phone calls, fax, internet access, etc.)

- Traveler’s signature and approvals must be original
- Approval in box (18)
- Approval in box (19) for business expenses over $25 (excluding registration fee and foreign travel liability insurance)

MISSING SUPPORTING DOCUMENTATION / RECEIPTS:

- Agenda, email, flyer, program
- Research Travel – Statement of Purpose Form must be attached to Travel Expense Claim
- Original receipt showing proof of payment required if travel expense paid by the traveler
  - Copy of canceled personal check (front and back is required)
- Original receipt showing proof of payment required if University check issued for the registration fee
- Procurement Card copy of receipts showing proof of payment required if travel expense
• The following are **NOT** receipts showing proof of payment
  o Itinerary
  o Reservation form
  o Lodging – showing a balance due
  o Registration form
  o Copy of the CSUF check stub for registration fee
  o Copy of credit card statement
  o Copy of bank statement

• To reimburse the University for a disallowed Procurement Card charge
  o Complete the Reimbursement or Deposit to University Account form
  o Submit the completed form with a personal check to the Cashier located in UH-180 and obtain a receipt
  o Attach the original receipt to the Procurement Card statement
  o Attach a copy of the receipt and a copy of the Reimbursement or Deposit to University Account form to the Travel Expense Claim
  o Type an explanation on the claim in the Remarks section.

• If a receipt was lost or never received
  o Obtain a duplicate receipt
  o 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 ½” x 11” must be taped to a blank 8 ½” X 11” paper (do not tape over amounts, dates, name of vendor, etc. because the print on the receipt is hard to read)

• 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)