



## TRAVEL PROCEDURES

# Traveler's Checklist

## Before You Travel:

- \_\_\_\_\_ Read and understand the CSU Travel Policy  
<http://www.calstate.edu/icsuam/sections/3000/3601.01.shtml>
- \_\_\_\_\_ Travel Authorization Form completed and signed by approving official  
*The approved Travel Authorization Form must be submitted with your Travel Expense Claim Form.*
- \_\_\_\_\_ Form STD 261-Authorization to Use Privately Owned Vehicles and Defensive Drivers Training certification are on file (if required).  
[https://ds.calstate.edu/?svc=skillsoft&org=M\\_EHS](https://ds.calstate.edu/?svc=skillsoft&org=M_EHS)  
Use CMA login and password, select <CATALOG> then *Defensive Driving Fundamentals*
- \_\_\_\_\_ CA travel: Always carry a Hotel/Motel Transient Occupancy Tax Waiver Form. Most hotels grant the waiver with a valid ID. (save your budget dollars)
- \_\_\_\_\_ Make airfare, hotel and if needed auto rental reservations using your campus Pro Card if possible.

## During and After Travel:

- \_\_\_\_\_ All traveler's must *obtain receipts that document the check-in and check-out dates, the itemized expenses incurred, and the total amount paid.*
- \_\_\_\_\_ Reimbursable mileage is computed from either the campus or home, whichever is the shorter distance; Print out an internet map to document the distance claimed.
- \_\_\_\_\_ Save your original itemized receipts. A receipt without detail is NOT sufficient.
  - Lodging receipts must show your name, itemized charges for the time period, and that payment was made, not that payment is due. (e.g., zero balance\*, paid in full, charged to a credit card.
  - Restaurant receipts must show details of what was purchased
  - Registration receipts must state name of conference/meeting, date of event, reflect amount paid, an itemization of any other associated costs, and indicate payment was received.
- \_\_\_\_\_ Save your course agenda.  
*Meals included in registrations/meetings/conference's or paid by another source as part of a group cannot be claimed; please indicate '**provided**' in the appropriate field.*

**Travel Expense Claim form and all original receipts related to reimbursement must be submitted within 30 days of your return. Each trip should be listed on a separate form and must include ALL trip expenses, including those paid by procard.**

# CALIFORNIA MARITIME ACADEMY

## TRAVEL AUTHORIZATION FORM

**Please Print.**

**ALL Travel must be approved in advance**

Traveler: \_\_\_\_\_ Date: \_\_\_\_\_  
Name

Dept: \_\_\_\_\_ Travel contact phone number: \_\_\_\_\_

**Travel Authority is requested as follows:**

From Location: \_\_\_\_\_ To Location: \_\_\_\_\_

Date & Time of Departure: \_\_\_\_\_ Date & Time of Return: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Most Economical Method of Travel: Air \_\_\_\_\_ State Car \_\_\_\_\_ Private Car \_\_\_\_\_

**Estimated maximum cost of trip:**

**TRANS:**

**OTHER:**

Air \_\_\_\_\_ Registration \_\_\_\_\_

Taxi \_\_\_\_\_ Lodging \_\_\_\_\_ Nightly rate \_\_\_\_\_

Parking \_\_\_\_\_ Meals \_\_\_\_\_

Tolls \_\_\_\_\_ Incidentals \_\_\_\_\_

Auto Rental \_\_\_\_\_ Other \_\_\_\_\_

POV \_\_\_\_\_

Mileage \_\_\_\_\_ Other \_\_\_\_\_

**TOTAL** \_\_\_\_\_ **TOTAL** \_\_\_\_\_

Total estimated cost of trip (rounded to nearest \$) \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Approving Official Name & Signature

### **Foreign Travel Approval by University President**

(Exception: when approval granted via TSGB manifest for cruise or for International Experience)

Link for insurance: <http://www.csum.edu/web/faculty-and-staff/international-travel>

Link to register travel with US Government: <https://step.state.gov/step/>

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

University President

### TRAVEL EXPENSE CLAIM

<b>CLAIMANTS NAME</b>	EMPLOYEE ID # (Do Not Enter SSN)	<b>CAMPUS &amp; ADDRESS</b>		
<b>POSITION</b>	<b>DEPARTMENT</b>	<b>CALIFORNIA MARITIME ACADEMY</b>		
<b>RESIDENCE ADDRESS</b>	<b>DELIVERY OPTIONS (SELECT ONE)</b>	<b>200 MARITIME ACADEMY DRIVE</b>	<b>VALLEJO</b>	<b>CA 94590</b>
<i>All expenses related to travel must be included; university paid expenses should be deducted on the highlighted row below the SUBTOTAL row</i>		MAIL CHECK <input type="checkbox"/>		Phone # _____
		ACH <input type="checkbox"/> (bank info must be on file with AP)		

(1) MONTH / YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS (Max \$55 per day)			(6) INCIDENTALS \$7 / day after 24 hours of travel	(7) TRANSPORTATION				(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY	
				BRKFAST Actual Exp	LUNCH Actual Exp	DINNER Actual Exp		(A) COST OF TRANS.	(B) TYPE USED	(C) TOLLS PARKING	(D) PRIVATE CAR USE			
(2) DATE	TIME									MILES	AMOUNT			
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<b>(10) SUBTOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -
<b>LESS: Amount paid by university including amount paid by procard</b>													\$ -
<b>CLAIM TOTAL (AMOUNT DUE EMPLOYEE)</b>												<b>\$ -</b>	

<b>(11) PURPOSE OF TRIP, REMARKS, AND DETAILS (ATTACH ORIGINAL RECEIPTS/VOUCHERS-NO COPIES WHEN REQUIRED)</b>	<b>(12) NORMAL WORK HOURS</b>
	<b>(13) PRIVATE VEHICLE LICENSE</b>
	<b>(14) MILEAGE RATE CLAIMED</b> 0.56 (If different see instructions)

Amount	Account	Fund	DeptID	Class			Notes:
<b>\$0.00</b>	<b>Total Claim (Amount Due Employee)</b>						

**I HEREBY CERTIFY** that the above is a true statement of the ACTUAL travel expenses incurred by me in accordance with ICSUAM Policy and Procedures, 3601.01 AND the CLAIM TOTAL amount above (Col 9) has not been reimbursed from any other source or previously submitted for reimbursement

CLAIMANT'S SIGNATURE	DATE	DEPARTMENT CHAIR (IF APPLICABLE)	DATE
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**(16) SIGNATURE OF AUTHORIZED APPROVING OFFICIAL:** Approval indicates the Travel Claims Approving Checklist has been used to review and approve reimbursement of this Travel Expense Claim

SIGNATURE	TITLE	DATE
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# International Travel Insurance Request

## TRAVEL INFORMATION

Destination: \_\_\_\_\_

*Please include all cities and countries to be visited and attach a copy of the trip itinerary.*

High Hazard\* Country: NO  YES\*

[\\*Click for list of High Hazard countries](#)

*\*If YES, attached approvals must be completed on page 2 prior to submittal to Risk Management*

Dates of travel (outside US) From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose (activities/events) of proposed travel: \_\_\_\_\_

## TRAVELER INFORMATION *(Attach a list of travelers)*

Name of University Travel Leader: \_\_\_\_\_

# of Faculty/Staff Travelers (including Travel Leader): \_\_\_\_\_

# of Student Travelers: \_\_\_\_\_

# of "other" Travelers: \_\_\_\_\_

Describe relationship of "other" travelers to University: \_\_\_\_\_

## TRIP DETAILS

Contact information for Travel Leader while traveling: \_\_\_\_\_

What modes of travel will be used to move about in destination country? \_\_\_\_\_

Airports traveler will be traveling to and from: \_\_\_\_\_

Describe any specific security measures being taken?: \_\_\_\_\_

## CHARTFIELD (for payment of insurance premium)

FUND	DEPT ID	ACCOUNT	CLASS
		660913	

Name of Requestor: \_\_\_\_\_

Department: \_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

### FOR RISK MANAGEMENT USE ONLY:

Date Received: \_\_\_\_\_

Date sent to CSURMA: \_\_\_\_\_

Date Bound: \_\_\_\_\_

Date "travel assist" card sent to Travel Leader: \_\_\_\_\_

Premium: \$ \_\_\_\_\_

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**Approval for travel to a High Hazard\* country**

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As **Department Head/Chair** over the students/faculty/staff traveling, I **give my approval** for the above outlined travel. I verify that I have reviewed the travel itinerary and (please attach justification) evaluated the risk associated with travel to the High Hazard country/ies as proposed security measures.

\_\_\_\_\_  
Signature of Department Head/Chair

\_\_\_\_\_  
Date

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As **Dean or Vice President** over the students/faculty/staff traveling, I **give my approval** for the above outlined travel. I verify that I have reviewed the travel itinerary and reviewed the justification for travel to the High Hazard country/ies as well as the proposed security measures.

\_\_\_\_\_  
Signature of College Dean/Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of University Provost

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of University President

\_\_\_\_\_  
Date

**Forward completed application  
to Risk Management for  
processing**

STATE OF CALIFORNIA

**HOTEL/MOTEL TRANSIENT OCCUPANCY TAX WAIVER  
EXEMPTION CERTIFICATE FOR STATE AGENCIES**

TD.236 (NEW 9-91)

**HOTEL/MOTEL OPERATOR: RETAIN THIS WAIVER FOR YOUR FILES TO SUBORDINATE YOUR REPORTS.**

DATE

**PARTICIPATION BY OPERATIONS IS STRICTLY VOLUNTARY**

HOTEL/MOTEL NAME

**TO:**

HOTEL/MOTEL ADDRESS (Number, Street, City, State, ZIP Code)

***This is to certify that I, the undersigned traveler, am a representative or employee of the State agency indicated below; that the charges for the occupancy at the above establishment on the dates set forth below have been, or will be paid for by the State of California; and that such charges are incurred in the performance of my official duties as a representative or employee of the State of California.***

OCCUPANCY DATE(S)

AMOUNT PAID

STATE AGENCY NAME

HEADQUARTERS ADDRESS

TRAVELER'S NAME (Printed or Typed)

***I hereby declare under the penalty of perjury that the foregoing statements are true and correct.***

EXECUTED AT: (City)

TRAVELER'S SIGNATURE

DATE SIGNED

, CALIFORNIA

92 64268

# Travel Claims- Approving Official Checklist

## Airfare

- ✓ Airfare must be comparable to state contracted rates as described in the following link: <http://www.travel.dgs.ca.gov/Airlines/default.htm>
- ✓ CMA paid airfare on CCP card must be recorded on the Travel Expense Claim form and then deducted in the appropriate field at the bottom of the form

## Lodging

- ✓ Lodging at the beginning or end of travel must be consistent with the business requirement. *Example: A meeting that begins at 3:00 P.M. in Sacramento would generally not require that the employee spend the night in Sacramento prior to the meeting.*
- ✓ Lodging may not be purchased if location is less than 25 miles from the employee's work location.
- ✓ State rate should be requested from hotel and tax waiver should be presented when staying at California hotels.
- ✓ Lodging greater than \$175 per night must be preapproved on Travel Authorization Form
- ✓ Federal per diem rates apply to foreign travel including Alaska and Hawaii

## Mileage

- ✓ Amount paid per mile is correct. **56 cents as of 01/01/2014.**
- ✓ When mileage is claimed, driving should be the least expensive transportation method for distance. *For example if flying would result in a significantly less expensive claim, then the lower amount must be used OR the lower amount should be claimed for reimbursement on the Travel Expense Claim form.*
- ✓ On a work day, compute mileage from the employee's work location as well as employee's home. The lower mileage must be used.

## Rental Cars

- ✓ Enterprise is the primary agency recommended by the state of CA, if Enterprise is not available, National, and Alamo have secondary state agreements.
  - *Other agencies may charge more and not provide insurance. The entire amount may not be reimbursed if higher than the state rate.*

CMA paid rental cars (Enterprise BTA Account, if procard not available) must be recorded on the claim and then deducted in the appropriate fields.

- ✓ The state rental car agreement may not be used for personal travel.
- ✓ Procard must be used to pay for auto rental when traveler has a procard
- ✓ The CSU does not reimburse for an Insurance Damage Waiver.
- ✓ Traveler must re-fuel the auto before returning it to the rental center. CSU does not prepay for fuel

## Meals

- ✓ Meals claimed must be consistent with the meeting or event. **The CSU does not reimburse for meals that are already provided as a part of a meeting or workshop fee or have been paid by another source or employee as part of a group event.**



- ✓ Meals purchased must take place at least 25 miles from the employee's work location.
- ✓ If travel duration is less than 24 hours, lunch is not reimbursed.
- ✓ Meal expense claimed must be **actual cost** of meal for domestic travel with a maximum reimbursement of \$55 per day
- ✓ Federal per diem rates apply to foreign travel including Alaska and Hawaii

### **University Direct Paid Expense**

- ✓ University paid expense should be included on the Travel Claim form so the approving official and review and see the entire cost of the trip on the Sub Total line. The University direct paid expense (procard, BTA, AP, etc) is then deducted to arrive at the amount due to the traveler.

### **Attachments**

- ✓ Agendas and/or Registration forms, which includes provided meals, must be attached for travel to conferences, meeting, or workshops. Also provides proof of attendance.
- ✓ Original **detailed** receipts showing what was purchased and the vendor name, must be submitted with the travel claim form. If receipts are not normal letter sized, they should be taped to an 8 ½ X 11 sheet of paper. More than one receipt can be attached to each page. Please do not overlap or fold receipts.
- ✓ Approved Travel Authorization form

### **Form**

- ✓ Use Travel Expense Claim Form in the following link:  
<http://www.csum.edu/FiscalServices/documents/TravelExpenseClaimForm.xls>
- ✓ Approver must have a Delegation of Authority form on file for the department indicated in the chart field.

### **Other**

- ✓ Travel Expense Claim forms must be submitted within 30 days of travel.
- ✓ **Travel Expense Claim form must include all expenses related to the trip including expenses paid in advance or by procard; All prepaid expenses should be deducted on the appropriate row for university paid expenses**
- ✓ A separate Travel Expense Claim form must be submitted for each separate trip, unless the trips run concurrently.
- ✓ Traveler has completed certification as required by the CSU
  - Link to CSU Vehicle Use Guide Book:  
[http://www.calstate.edu/risk\\_management/documents/VehicleUseGuideBook.pdf](http://www.calstate.edu/risk_management/documents/VehicleUseGuideBook.pdf)
  - Link to CSU Defensive Driver's training:  
[https://ds.calstate.edu/?svc=skillsoft&org=M\\_EHS](https://ds.calstate.edu/?svc=skillsoft&org=M_EHS)

For more information, please see CSU Travel Policy located at  
[http://www.calstate.edu/icsuam/sections/3000/Travel\\_Procedures\\_G-001\\_Final.pdf](http://www.calstate.edu/icsuam/sections/3000/Travel_Procedures_G-001_Final.pdf)



[Programs & Services » Airfare » State-Contracted Airfare](#)

## State-Contracted Airfare

Because each department manages its own travel program, policies may differ by department. Contact your Travel Program Coordinator for more information. If you don't know who your Travel Program Coordinator is, contact your Accounting Office.

All state-contracted airfares are set for use by employees of state departments, local government, California state universities, California community colleges, and K-12 public school districts for travel on official government or school business. These airfares are booked through the California government business travel program website, [CALtravelstore](#).

## How to Participate in Program

To participate and benefit from the contracted airfares, you must be enrolled in the program. Contact your Travel Program Coordinator or your designated Department of General Services [Statewide Travel Program Specialist](#) (PDF) for more information.

[What are the State-Contracted Airfares?](#)

The state-contracted rate includes airfare for origination and destination points known as city pairs for intra-California, out-of-state, and international destinations, as listed below.

The 2012/2013 contracts fares are with Alaska Airlines, Jet Blue, United, and Virgin America.

- [Intra-California](#) (Excel)
- [Out-of-State](#) (Excel)
- [International](#) (Excel)

For questions or further information regarding the airline contracts, contact:

Lauren Richardson  
 Statewide Travel Specialist  
 DGS OFAM - Statewide Travel and Meeting Management Program  
 916.376.3977  
[lauren.richardson@dgs.ca.gov](mailto:lauren.richardson@dgs.ca.gov)

[How to Pay for Airline Tickets](#)

[Airline Baggage Fees](#)

[Contact](#)

**Booking Business Travel Reservations Online**  
**CSU Maritime Academy**

Enterprise Rent-A-Car is excited to be named the State of California's primary Rental Car Vendor. It is fast and easy to make arrangements for your Organization's car rental needs nationwide with Enterprise Rent-A-Car. Just follow the steps below to make your own reservations using your travel account with Enterprise online at our web site or by phone:

**On Line with Customer Number and Pin**

1. Log on to Enterprise Rent-A-Car's Web Site at [www.enterprise.com](http://www.enterprise.com)
2. Pick the Enterprise location where you would like to pick up your rental vehicle.
  - a. You can use the Airport link to choose one of our Airport locations; or
  - b. Enter the Zip Code, City or State you are looking for.
3. Enter the Dates and Times of your desired reservation.
4. Enter your Account Number in the "Optional: Corporate Account or Customer Number" Box:
  - a. Direct Bill Payment: **DBCA397**, Pin: MAR
  - b. CMA Pro Card Payment: **NACA109**, Pin: CSU
5. You will be prompted to enter the first 3 Characters of your Company's Name, please enter the pin listed above in this box.
6. Choose the rental location most convenient for you.
  - a. If you entered a specific location or airport, you will then be directed to that location.
  - b. If you entered a zip code, city or state, you will be given a list of Enterprise Rent-A-Car locations in the area you have requested from which to choose.
7. At the next screen you can select your vehicle.
8. Next, you will be prompted to enter your Name (First & Last), home phone number, and email address.
9. You will be given a confirmation number for your reservation and the option to have a confirmation emailed to you.
10. You will need to have a valid Driver's License and Reservation Number to pick up the vehicle. If you booked a rental under the CMA Pro Card account, you will also need to provide a Credit Card.

**On Line through Secure Intranet**

1. Log on to Enterprise Rent-A-Car's Web Site through your Enterprise Link on your Secure Intranet
2. Pick the Enterprise location where you would like to pick up your rental vehicle.
  - a. You can use the Airport link to choose one of our Airport locations; or
  - b. Enter the Zip Code, City or State you are looking for.
3. Enter the Dates and Times of your desired reservation.
4. Choose what type of reservation you wish to make
  - a. Direct Bill Payment
  - b. CMA Pro Card Payment
5. Choose the rental location most convenient for you.
  - a. If you entered a specific location or airport, you will then be directed to that location.
  - b. If you entered a zip code, city or state, you will be given a list of Enterprise Rent-A-Car locations in the area you have requested from which to choose.
6. At the next screen you can select your vehicle.
7. Next, you will be prompted to enter your Name (First & Last), home phone number, and email address.
8. You will be given a confirmation number for your reservation and the option to have a confirmation emailed to you.
9. You will need to have a valid Driver's License and Reservation Number to pick up the vehicle. If you booked a rental under the CMA Pro Card account, you will also need to provide a Credit Card.

If at any time you have any questions you can contact the State of California Account Department at  
(916) 787-4500.



**FAQ's:**

***“What if I want to rent from another rental car agency?”***

*The State of California requires that you use Enterprise whenever possible. When Enterprise is not available, you may use the State Contract with Alamo or National.*

***“Can I pay for the car rental & be reimbursed?”***

*The California State Administrative Manual does not provide for the use of rental car vendors other than Enterprise. If you rent from Alamo or National and do not have a university procard, you will be reimbursed at the time your travel expense claim is filed.*

***“Do I need to fill up the gas tank when I return the car?”***

*Per CSU travel policy rental cars should be returned with a full tank of gas. Returns without fill ups require a justification memo attached to the receipt.*

***“Can I rent a car one way?”***

*There will be no one-way drop charge fees in the State of California when travel reservations have been made indicating point of pick up and point of return. Reservations for a one-way drop must indicate location points. Out-of-state rentals will be charged a one way drop fee and therefore consider the most economic method of travel before reserving a one-way rental. Confirm with the rental agent when making your reservations that the state rate applies.*

***“Can I use the car for personal days taken either before or after a business trip?”***

*NO, the use of any State contracted rental cars are for CSU business purposes only.*

For more information, reference the Rental Car section of the CSU systemwide Travel Policy, which begins on page 15 of the policy. The policy link is:

<http://www.calstate.edu/icsuam/sections/3000/3601.01.shtml>

CA state administrative manual link:

<http://www.dgs.ca.gov/travel/Programs/RentingaVehicle.aspx>