

Instructions for Travel

*******Prior** to making travel arrangements, please refer to the [CSU Travel Policy & Procedures](#).

ALL TRAVEL CLAIMS MUST BE SUBMITTED TO *ACCOUNTS PAYABLE*

Step 1: Before traveling on University business, the traveler should register and complete Defensive Driver Training and consider these other items:

- **Register and attend a Defensive Driver Training workshop.**

Any trip requiring the traveler to drive is prohibited until Defensive Driver Training has been completed. Employees operating vehicles while on official business must have a valid California Driver's License, insurance, and a good driving record.

- <https://centralstationu.skillport.com/skillportfe/main.action>
- select our campus (Maritime) and login using your CMA log in and password
- select <CATALOG> then *Defensive Driving Fundamentals*
- After attending Defensive Driver Training, complete the CA STD261 - [Authorization to Use Privately Owned Vehicles on State Business](#) form. The form will be kept on file in the employees department or college office and updated at the beginning of each academic year.

Step 2: Prepare [Travel Authorization Form](#)

- Travel Authorization Form must be submitted to manager for review and approval prior to payment for any travel related expense.
- Form must be attached to the Travel Claim form when requesting reimbursable expense and to the procard statement when any trip related expense is charged on the university paid procard
 - Travel Request Resources:
 - **Driving vs. Flying** -If opting to drive instead of fly, only the lesser of the two amounts may be claimed. Complete the [Cost Comparison](#) form to determine the reimbursable amount.
 - [Mileage Calculator](#) - Rental car vs. private vehicle cost comparison tool

Step 3: Make Reservations

- The Defensive Driver Training requirement must be met by the traveler prior to renting a vehicle. To verify the traveler's Defensive Driver Training status, use the Portal log-in and password to access the [Verification page](#).
- Reserve a rental car
- University van rentals, complete the [Vehicle Request](#) Form and forward to facilities.

Step 4: Print the form below for use during travel, keep all receipts and have a nice trip!

- [Hotel/Motel Occupancy Tax Waiver Form](#) - Complete the form and present to lodging provider. [More . . .](#)

Step 5: Prepare and submit a Travel Claim after the trip (claims totaling less than \$1.00 will not be paid):

[Travel Claim Form](#)

- **Due Dates for Travel Expense Claim**
 - Travel Expense Claims are due in *Accounts Payable* no later than 30 days from the final date of the trip.
 - **Claim Preparation Resources:**
 - [Additional Claim Information](#) - special notes on completing a Travel claim.
 - [Mileage Chart](#) - chart of mileage to frequently traveled destinations.