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. ***56.5 cents as of 04/01/2013***.
- ✓ 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.
    - o *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.

- ✓ 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.
- ✓ Traveler has completed certification as required by the CSU
  - o Link to CSU Vehicle Use Guide Book: http://www.calstate.edu/risk_management/documents/VehicleUseGuideBook.pdf
  - o Link to CSU Defensive Driver's training: 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