Traveler's Checklist

Before You Travel: 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 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

Travel Expense Claim form and all original receipts must be submitted within 30 days of your return.

Meals included in registrations/meetings/conference's cannot be claimed.

was received.

Save your course agenda.