

COMPLETING THE TRAVEL EXPENSE CLAIM FORM

The traveler must submit to the Travel Office the Travel Expense Claim form and all the original receipts within ***30 days after the trip completion.*** (* if a claim for reimbursement is **not** turned in within the 30 days a written statement of justification must be attached with a signature of approving official for said account). If no travel expenses were incurred submission of a Travel Claim is not necessary.

A copy of the Travel Request **is required** to be submitted with the Travel Expense Claim unless previously sent to the Travel desk. If an expense has been previously paid by the travel desk it also must be on the claim.

Travel expenses must be itemized and substantiated. Original receipts and vouchers must be submitted for every expense item.

Receipts are required for the following:

- Railroad and bus fares;
- Streetcar, bus, rapid transit and ferry fares, bridge and road tolls;
- Taxi or hotel bus fares when necessary for official business;
- Parking fees over \$10 or more for any continuous period of parking.

The claim form will be audited for compliance with University and CSU policies. After completing the audit, and determining the appropriate dollar amount for reimbursement, the forms will be submitted for payment. The typical period for reimbursement is ten (10) working days from the date the completed and approved claim is received by the Travel Coordinator. Travel reimbursement checks will be mailed to the department or direct deposited into your checking account if signed up for this service.

TRAVEL EXPENSE CLAIM INSTRUCTIONS

Following are tab by tab instructions for proper completion of the Travel Expense Claim. If using the ETRAVEL form, open the appropriate travel request and click on the Complete Claim button. A window should open with the following message: Please complete address and expense details and print the claim for submission to the Travel Office.

1. Residence Address
Enter the claimant's street address.
2. City
Enter the claimant's city.
3. State
Enter the claimant's state.
4. Zip Code
Enter the claimant's zip code.

5. Month/Year

Enter the Numerical designation of month and last two digits of year when expenses were first incurred. For example: 11/05

6. Date

The departure date should default from the Travel Request.

7. Time

On the departure date, enter the departure time. On the return date, enter the return time.

NOTE: Departure is the time the claimant leaves home or work; return time is the time the claimant returns home or to work. No other times need to be shown.

8. Location

Indicate locations of all business stops. Be sure to include the words “and return” if round-trip.

9. Lodging

Enter the actual amount of lodging claimed for each date. For lodging to be claimed, travel must extend overnight. The single room rate must be clearly displayed if there is any indication that a double room rate was used and a guest of the traveler (who was not also on State business) shared the room.

MEALS

Subsistence allowances will be allowed only when expenses are incurred for a trip 25 miles or more from headquarters as determined by the normal commute distance.

NEW MEAL REQUIREMENTS: Starting April 1, 2011 a cap per day of \$55 per full day with an overnight stay may be claimed. If a meal that you are submitting reimbursement for is over \$25 a receipt is required to be submitted along with the claim. This receipt must include what you ate and drank. Failure to obtain a receipt will mean a reduction of the allowance.

NOTE: If one or more subsistence meals are provided as part of the registration fee or otherwise paid by California State University, Stanislaus (e.g. included with the cost of lodging), the employee can not be reimbursed for such expenses. The employee may only claim subsistence reimbursement not provided.

TRANSPORTATION

(A) Cost of Transportation

Enter cost of public transportation (airfare, rental car, taxi, shuttle, etc.).

(B) Type Used

Select type of transportation used by the drop down menu. Menu consists of Air, Bus, Rail, Rent Car, or Taxi.

(C) Tolls/Parking

Enter bridge tolls, and parking charges on the date incurred. Multiple expenses incurred on the same day should be entered as one total per day.

(D) Private Car Use – If private car was used, enter the number of miles driven under “MILES”. The rate will be automatically calculated at the current reimbursement rate of .50 cents per mile.

*** Expenses arising from travel between home or garage and headquarters shall not be allowed. Where a trip is commenced or terminated at claimant’s home, the distance traveled shall be computed from either the employee’s headquarters or home, whichever shall result in the lesser distance.**

8. Business Expense – Enter the registration fee if the fee was paid by CSUS check directly to the conference or you paid by personal check or personal credit card. **If the fee was paid by University P-card, do not enter the amount on the claim.**

Enter any miscellaneous business expenses; including telephone calls, faxes, modem hook-ups or any other charges necessary for completion of official business. **Business phone calls must list a place and party called and what benefits the campus. If not listed these charges will not be reimbursed.**

9. Total Expenses for Day – The total amount expended, including **expenses already paid by CSUS check,** will automatically be calculated per line entered.

10. Claim Total – The total of all daily expenses will automatically be calculated based on the total expenses for the day. NOTE: This amount may be different from the amount on the Travel Request.

11. Funding – Defaults from the travel request. Additional funding sources may be entered if needed (b. & c.).

a. **Required** only if additional funding is requested.

b. **Required** only if additional funding is requested.

12. Purpose of Trip, Remarks and Details – Must state purpose of trip, this will automatically default from the travel request. This area can also be used to explain any unusual circumstances and/or justify expenditures listed above.

13. Travel Number – The travel number defaults from the travel request when entered. This is an optional field and is not required from Financial Services

14. Signature of Claimant – This must be an ORIGINAL signature of the claimant.

15. Date – Indicate date claimant signed.

16. Funding approval signature

17. Date – Indicates date approval signature.