

## **Instructions for filling out SFSU travel reimbursement forms for COAST-related travel**

Please follow these instructions carefully. COAST is not responsible for any outstanding travel costs if SFSU refuses to reimburse you for them because you fail to follow the stated procedures, e.g., valid defensive driver certification or submitting claims within 30 days.

Download a blank SFSU travel reimbursement form from the COAST website:

<http://www.calstate.edu/coast/about/COAST-documents.shtml>

**The travel form has two sheets.** Fill in the information as requested on the **Subsistence Form** and it will automatically be transferred to **STD 262**. **DO NOT ENTER ANY INFORMATION ON STD 262 DIRECTLY OTHER THAN THE FOLLOWING:**

- Fill in the purpose of the trip (row 34-enter electronically).
- Mark NO for travel advance taken (row 32).
- If you are claiming mileage for a privately owned vehicle (POV), you must provide your vehicle license plate number (row 42-enter electronically) and an extra signature where indicated (row 39).
- Print, sign and date the form (row 44-45). It must be submitted in hardcopy along with the Subsistence form.

On the Subsistence Form, fill in your name, the month and year and your destination (location, e.g. Long Beach). For SFSU ID put in your SSN (you can use the last 4 digits if you prefer), fill in your phone number and leave Visitor for Position. If you are an SFSU student or employee, please use your SFSU ID and actual position. Fill in the address to which you want your reimbursement check mailed. The Chart Fields Account, Fund, Dept ID and Project have already been filled in appropriately, Program and Class remain blank.

Enter the date and actual time your trip starts and the date and actual time it ends. Include interim dates but don't worry about interim times.

### **Meals and Incidentals**

Enter the total amount of your actual expenses up to \$55 per day + \$7 per day for incidentals. Incidentals are not allowed during the first day of your trip however. Receipts are needed for any individual meals \$25.00 or more. For example, if you spent \$30 on dinner that is allowable but you must have a receipt. If you spent a total of \$50 for lunch and dinner, no receipts are required.

For travel periods of less than 24 hours, lunch may not be claimed. Breakfast may be claimed if travel begins before 7:00 a.m. Dinner may be claimed if travel extends past 6:00 p.m.

### **Transportation**

If you take a cab, airport shuttle, train, bus, etc., enter the cost under Trans Cost and specify the type used. If you drove your own car, enter the number of miles driven and the total cost will be calculated based on the mileage rate, which is currently 50.0 cents per mile.

### **Business Expense**

List any other travel related expenses, such as hotel room internet access charges or conference registration fees.

### **Defensive Driver Training**

If you are a SFSU employee claiming mileage for a privately owned vehicle (POV) or a rental car reimbursement, you must have completed the approved defensive driving course and you must submit a copy of your defensive driving certification. *There will be no exemptions.* If you are not a SFSU employee, you do not need a defensive driver training certification.

### **Receipts**

Please include all original receipts for hotels, airline baggage fees, tolls, parking, etc. Tape each receipt onto a piece of plain, white 8.5 x 11" paper. You can put multiple receipts on one piece of paper but use one side only. Keep a copy of all receipts for your records.

If you have electronic receipts (such as for airfare baggage fees), they must contain your name, date, description of item(s), amount charged, and amount paid or show a zero balance. If you have an electronic receipt that does not contain the required information, you must furnish a credit card statement (or cancelled check) showing that the same electronic transaction was paid. All electronic receipts be accompanied by the following written statement AND SIGNED BY YOU: **"I certify that this electronic receipt is the original receipt issued to me by the vendor. I further certify that I have not submitted, nor will submit in the future, a duplicate of this receipt for payment or reimbursement."**

### **Submitting Travel Claim**

*Claims must be submitted in hard copy form-they cannot be submitted electronically.* Print out **both** of the travel form, **sign STD 262 as indicated**, include all receipts, and mail to:

Ms. Aimee Good  
RTC-SFSU  
3152 Paradise Drive  
Tiburon CA 94920

**CLAIMS MUST BE SUBMITTED WITHIN 30 DAYS OF THE COMPLETION OF YOUR TRIP. REMEMBER: YOU MUST SIGN YOUR TRAVEL CLAIM IN ORDER FOR IT TO BE PROCESSED.**

More information on CSU and SFSU travel policies is available at

<http://fiscaff.sfsu.edu/generalinformation/departments/travel/index.jsp?menu=2>

[http://www.calstate.edu/icsuam/sections/3000/Travel\\_Procedures\\_G-001\\_Final.doc](http://www.calstate.edu/icsuam/sections/3000/Travel_Procedures_G-001_Final.doc)

or contact Ms. Aimee Good ([aimee@sfsu.edu](mailto:aimee@sfsu.edu)) with any additional questions.