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|  |  | |  | | --- | |  | | Travel claim Checklist | |  | |

**Note: This Travel Claim Checklist is provided as a tool to assist you with your Travel Expense Claim (TEC). The checklist contains the most commonly used items. Please refer to the CSU policy for additional items (See Link Below)**

**CSU Policy # G-001 is available at the following link:**

<http://www.calstate.edu/icsuam/sections/3000/travel_procedures_g-001_final.pdf>

**CSU Policy # G-001 under section II, D1. - Traveler Responsibility states the following:**

**Individuals traveling on official University business must familiarize themselves with and adhere to the CSU Travel Policy and these procedures. Travelers must ensure they have documented authorization to travel prior to embarking on the trip and/or prior to making non-cancellable travel arrangements.**

# **Authorization to travel**

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|  | Authorization to travel included with claim. |
|  | Approved by appropriate authority. For Academic Affairs Division, claim over $3,000.00 or International Travel, Provost needs to sign. |
|  | Approved lodging expense, if over $275.00 cap. (If travel occurred prior to Nov. 1, 2015, lodging cap is $195.00) |
|  | Justification of lodging expense, if applicable. |
|  | Traveler has signed form. |

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|  | Chart-field String is complete, i.e. all accounts are provided, the amount is filled in and the CFS is approved by authorized signer. In state account- 606001 Out of State account—606002 International- 606802 |
|  | Registration/training expense must be to 660009 account. Membership/Subscriptions should be charged to account 660805. |
|  | Make sure travel dates are consistent with approved dates of travel |
|  | Look to see if approval date is before date of travel. If not, send email reminder. |
|  | Make sure amount on chart-field is not less than the claim total. |

# **Travel Expense Claim Form**

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|  | Expense claim form included with claim. |
|  | Traveler has signed expense form |
|  | Approved by approving authority. For Academic Affairs Division, Provost needs to sign if over $3,000.00 or international. |
|  | Vehicle license plate number is provided if mileage is being claimed.  Are pre-paid expenses noted on the TEC? (I.e. Registration paid by Direct Pay; pre-paid travel paid by Corporate AMEX) |
|  | Was the claim submitted to AP within 60 days from the last day of travel? (If travel occurred prior to Nov. 1, 2015, claim should be submitted within 30 days) |

# **Lodging**

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|  | Days of lodging consistent with the days of the travel/conference |
|  | Hotel receipt balance zero/ payment method specified |
|  | Room rate $275.00 or less. If not, was the traveler approved for higher room rate, and was justification provided? (If travel occurred prior to Nov. 1, 2015, lodging cap is $195.00) |

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|  | Look to see if there are any charges on the receipt that are not reimbursable that were claimed such as, Gift shop items, alcohol, laundry service etc. |
|  | Look to see if any room service charges included in lodging claim. Room service goes in meal column. |
|  | If lodging was booked through an internet agency, make sure proof of hotel is provided, i.e. hotel folio of travelers name, arrival and departure dates. Reservations/confirmations from internet agency will not be accepted as proof of lodging. |
|  | Make sure CPP and travelers residence are 25 miles away from event/conference |
|  | Make sure no personal travel is included in lodging receipt |
|  | If lodging missing, ask where they stayed and how it was paid and if it will be claimed in the future |

# **Airfare**

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|  | Airfare itinerary/receipt included. Make sure receipt specifies the payment method. |
|  | Boarding passes included. |
|  | Check receipt to make sure no extra charges are being claimed, such as early bird check in, travel insurance, seat upgrades. |
|  | Make sure the air tickets are coach/economy |

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|  | Make sure price of airfare is economical and the best option available, if expense seems too high ask for justification |
|  | If no airfare is being claimed, ask for explanation |
|  | If changes to air itinerary are noted and additional expenses are incurred, ask for explanation. Explanation must be business related or out of the travelers control |

# **Meals and Incidentals**

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|  | Make sure travel includes an overnight stay, the trip is at least 24 hours, and the travelers home and work location are 25 miles from the event location. |
|  | Make sure daily meal claim does not exceed $55.00 (Meals are to be claimed by actual amounts) |
|  | Make sure an itemized receipt is provided for any meal expense $75.00 and over (If travel occurred prior to Nov. 1, 2015, itemized receipt is required for expenses $25.00 and up) |
|  | Make sure there is no alcohol and alcohol tax being claimed |
|  | Make sure Incidentals are not claimed on the first day of travel |

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|  | Make sure last day of incidentals qualifies (every 24 hour period) |
|  | Make sure they are not claiming any meals that were provided (agenda/program needs to be provided) |

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# **Car rental**

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|  | Make sure state contract with Enterprise/National Rental Car was utilized. ($33.00 a day for travel beginning March 1, 2016; $31.93 a day for travel prior to March 1, 2016) |
|  | Look for optional expenses such as upgrades, Collision/Loss Damage Waiver, Personal Accident Insurance, Roadside Assistance, GPS, and Car Seat etc. No optional charges will be reimbursed. |
|  | Make sure rental car receipt is zero balance that includes payment method- make sure it’s the final receipt |
|  | Make sure car rented is economy |

# **Private vehicle mileage**

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|  | Make sure vehicle license plate number is included on expense claim form |
|  | Make sure mileage print out is attached, must show physical addresses, not just cities. |
|  | For day trips, make sure mileage is calculated from CPP or the travelers residence, whichever is less |

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|  | Trips that include an overnight stay, mileage can be calculated from home if they left/returned on a non-working day/hours |
|  | Mileage calculated at .54 effective January 1, 2016; Mileage calculated at .575 if 2015 claim |
|  | Mileage only claims: Make sure there is an agenda/flyer or some documentation regarding purpose of trip with date included |
|  | Flying vs. driving comparison, if applicable. If traveler drove their private vehicle when flying would have been the more appropriate mode of transportation, a comparison at the time of travel for airfare must be submitted. The traveler will be reimbursed the lesser cost. |

# **receipts and supporting documentation**

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|  | Make sure all expenses $75.00 and over have an itemized receipt attached (If travel occurred prior to Nov. 1, 2015, itemized receipt is required for expenses $25.00 and up) |
|  | Make sure the receipt specifies how expense was paid, i.e. credit card. |
|  | Make sure receipts have a paid zero balance. |
|  | Program or agenda included (look for meals that were included, make sure they were not claimed) |

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|  | If not a conference, make sure some documentation regarding purpose of trip, date and time of trip is included |
|  | If no registration fee is included on the claim and no other documents support why, ask for explanation. |
|  | If no transportation expense is included on the claim and no other documents support why, ask for explanation. |
|  | Make sure no expenses include personal time, i.e. parking receipts. Cannot pay for parking for personal days. |
|  | If reimbursing student, the students’ liability waiver(s) must be submitted. |
|  | Is the business purpose of this trip explained/documented? |

# **International Travel**

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|  | Authorization to Travel approved by President or VP of Admin Affairs (Staff) or Provost (Faculty) |
|  | Travel warning information attached |
|  | See if travel is over a week, if so is there any personal time? Personal time is taxed see Appendix H |
|  | Currency converters attached |
|  | City Per Diem attached. If multiple cities, please see Appendix E |

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|  | If meals were included with conference, see per diem breakdown <http://aoprals.state.gov/content.asp?content_id=114&menu_id=89> |
|  | For Academic Affairs, TEC must be approved by Provost. |

**Notes:**