



## TRAVEL – Business Financial Services

Submission of Forms

Prior to Trip:

### **Request for Travel Form and the Breakdown of Expenses Spreadsheet to Business Financial Services**

- a. Submit the approved Request for Travel and Breakdown of Expenses (Advances - two weeks prior to trip)
- b. International Travel: submit approved Request for Travel and Breakdown of Expenses two months prior to trip

Advances consist of: Registration Fees, Prepaid Expenses, Airfare, Hotel, CPO (Cash Posting Order) and Rental Car.

### **International Travel Questionnaire for High Hazard Area**

- a. Complete form and send it along with a copy the approved Request for Travel and Breakdown of Expenses Spreadsheet
- b. Dean's Office will forward the form to the Provost for approval
- c. Provost Office will forward form to the President's Office
- d. President's Office will return form to the Provost Office

### **Lodging Exception for \$275.00 maximum excluding taxes**

- a. Complete form and send it along with a copy of the approved Request for Travel and Breakdown of Expenses Spreadsheet
- b. Vice President Office needs to forward the form to Lisa Chavez for authorization
- c. VPA & CFO will forward the form to Business Financial Services

Trip Completed:

### **Travel Expense Claim**

- a. Must be submitted to the campus Business Financial services office within 30 days of the end of the trip.
- b. Receipts and supporting documentation
- c. Travel Check List

Description	Dates	Dates	Dates	Dates	Dates	Total
Registration/business expense						
Hotel/lodging (Max. \$275.00 before taxes)						
Airfare/transportation						
Meals up to \$55.00 with overnight stay						
Incidentals (up to \$7.00)						
Mileage (53.5 cents per mile)						
Rental Car/Taxi/ <b>Shuttle</b> /transportation						
Gas/business expense						
Phone/Fax/business expense						
Parking						
Relocation/Moving Expense						
Totals						
Traveler:						
Purpose:						
Shuttle:						



I. GENERAL INFORMATION: SHADED AREAS FOR ACCOUNTING USE ONLY

Last Name, First Name		Initials	Employee ID#		
Department		Ext.	Destination of Trip (City\State\Country (Intl Travel))		
Departure to Destination	Date	Time	Return from Destination	Date	Time
Emergency Contact Emergency Phone Number/Email Home/Remit Address					

Personnel Classification/Type of Travel (Check one box in each column):

Employee Category		Type of Travel	
A	Instructional Faculty	A	Intra-State Travel
B	Chair/Director	B	Intra-State Travel (professional development)
C	Other	C	Out-of-State Travel (essential to the normal operations)
D	Administration	D	Out-of-State Travel (professional meeting, association)
E	Staff	E	Out-of-State Travel (recruitment)
F	Student	F	Out-of-State Travel (professional development)
		G	Moving/Relocation

II. FINANCIAL INFORMATION

Account	Fund-Department-Program-Project	Amount

\*\* Total Request

\*\* Total Request should include all expenses. In the event expenses are more than original request, please submit a memo from department to increase amount along with travel claim.

Signature of Traveling Requestor	Date	Signature of Authorized Personnel	Date
<b>International Approval:</b>			
Vice President	Date	President	Date
<b>Per Administrative Procedure 208, approval is required when reimbursement for moving and relocation expenses exceeds \$5,000/\$10,000.</b>			
Vice President	Date	Vice President for Administration and CFO	Date

III. REQUEST FOR TRAVEL ADVANCE

TO: Business Financial Services: Please issue me a travel advance check in the amount of :

Name of Company	Amount	for the above trip.	Date
Authorization by Employee:		I need the advance by:	
Date:	Signature of Employee Requesting Advance		

*This is to authorize the University to deduct from my paycheck any outstanding travel advance after 30 calendar days from return of trip.*

Form Prepared By:	Purpose of Trip:
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Forms Required: Form 204 Breakdown of Expenses Form 262 Form 261 Other	Revised: January 2016	Remarks:
Advance Check Information	Number	Date
		\$ Amount