



# Cal State L.A. University Auxiliary Services, Inc.

## TRAVEL EXPENSE CLAIM

Please print or type Name and complete address

Type (Please Check)

UAS/CSULA employee travel (attach Travel Approval Form)

Mail check

Student

Pick-up

Other (non-CSULA/UAS employee)

Payee \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Department \_\_\_\_\_

Account \_\_\_\_\_

Fund \_\_\_\_\_

Organization \_\_\_\_\_

Budget Year \_\_\_\_\_

Project ID \_\_\_\_\_

Year		LOCATION (where expenses were incurred or points between travel)	HOTEL / MEALS					TRANSPORTATION				BUSINESS EXPENSE		TOTAL EXPENSES FOR DAY
Date	Time		Hotel (Room & Tax Only)	Meals per Diem				Type Used (Taxi/Shuttle/Airfare, Parking)	Cost of Trans	Private Car Use		Type (Reg. Fee, Phone..etc)	Cost	
		Breakfast		Lunch	Dinner	Incid.	Miles			Amount				

Remarks: (including the purpose of the trip and how it relates to the project)

I hereby certify that the above is true statement of the travel expenses I incurred in accordance with travel regulations established.

Claimant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Authorized Signature (P.I., Dean, Department Head) \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

PS\_AP131 (Rev.04/05)

Please allow a minimum of ten (10) working days from the date of receipt for check processing.

UAS Approval \_\_\_\_\_

Vendor ID: \_\_\_\_\_

Sub-Total	
Total Limit	
Less: Advance Rec'd	
Less: Prepaid Hotel	
Less: Transportation	
Less: Others	
<b>DUE CLAIMANT</b>	