

Guidelines for UAS Student Travel

Travel Request

- Needs to be submitted and approved a month before the travel date.
- The Travel Request should include:
 1. The [Travel Form 2025](#) that has "Section I – Travel Explanation and Authorization" completed.
 2. Flyer for the travel (conference, meeting, etc.)
 3. Memo to the Department Chair stating the purpose of the travel, who is going on the travel, and if the student will be missing class.
 4. Attachments with estimates for travel expenses like hotel and flight costs
 5. Field Trip Emergency Information Guidelines
 6. Individual General Release Form or Class General Release Form
 7. Waiver of Liability, Assumption of Risk, and Indemnity Agreement Form

- The Chart fields for the travel follows the format of:
 - The two travel accounts are:
 - In State: 606001
 - Out of State: 606002

- Departure/Return should have:
 - The dates the travel started and ended in the date section.
 - The "From" and "To" locations for the start and end dates.
 - The mode of transportation (Car, Air, Train).

- Purpose & Dates of Business
 - Should include the purpose and dates that the business is taking place.
 - Example: "Traveler attended SHPE Conference from October 30th to November 3rd, 2024"

- When routing the Travel Request in Adobe Sign, the document should be sent to:
 1. Traveler – Signer (Signature and additional information like address if not previously provided)
 2. PI – Approver (on the same line as chair in the front)
 3. Resource Manager – Approver ((on the same line as chair in the front)
 4. Chair of Department – Signer

- When a Travel Advance is submitted, it should follow the same route as the Travel Request Form.
- After the Travel Advance is submitted, UAS will reach out to the traveler to send them reimbursement for their purchase.
- Please refer to the [UAS Travel Advance Policy](#) for more detailed information.

Travel Expense Claim

- This should be submitted within 60 days of the traveler returning from their travel.
- The Travel Request should include:
 1. The [Travel Form 2025](#) has "Section II – Travel Expense Detail" that is completed.
 2. Flyer for the travel (conference, meeting, etc.)
 3. Agenda
 4. Attachments with receipts for travel expenses like hotel, flight, carfare, and registration costs (if applicable)
 5. Per Diem information of the location of travel (if meals will be claimed)
 - Domestic/Continental U.S.: [GSA Per Diem Rates](#)
 6. The request for Travel that was approved before

- Please ensure you fill out every part of the Travel Expense Detail that is necessary like Sections 1 and 2.
- You can fill out Sections 3-8 as necessary.
 - UAS will reimburse up to \$333 before tax for lodging for each day.
 - If you are inputting a business expense (i.e. registration or memberships) in Section 8, you need to state what the business expense is for in Section 11 remarks.
- In Section 11, please check how you would like to receive the reimbursement.

- Once all the Sections of the Travel Expense Claim are completed. The Travel Expense Claim needs to be submitted and routed on Adobe Sign this routing order:
 1. Traveler – Signer (Signature and additional information like address if not previously provided)
 2. PI – Approver (on the same line as chair in the front)
 3. Resource Manager – Approver ((on the same line as chair in the front)
 4. Chair of Department – Signer
 5. Copy: UAS Accounts Payable – uasap@calstatela.edu

Please refer to [UAS Travel Policy](#) for more detailed information.