For Faculty Travel the [State-Side Request](#) for Travel needs to be completed for UAS Travel because faculty are state-side employees. The Travel Request form just needs to be submitted within the college unless a travel advance needs to be made.

Travel Request
- Needs to be submitted and approved a month before the travel date.
- The Travel Request should include:
    1. The Stateside Travel Request Form
    2. Flyer for the travel (conference, meeting, etc.)
    3. Memo to the Dean stating the purpose of the travel, who is going on the travel, if the faculty will be missing lectures.
    4. Attachments with estimates for travel expenses like hotel and flight costs

- The Chart fields for the travel follows the format of:
    o For the Department, Project ID, and Fund input the UAS grant information, so the approvers know which funds the travel expenses are going to be taken out of.
    o The two travel accounts are:
        ▪ In State: 606001
        ▪ Out of State: 606002

- 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 dean of college but in front)
    3. Resource Manager – Approver (on the same line as dean of college but in front)
    4. Dean of College – Signer

Requesting an Advance
- The request for an advance should be submitted on the Travel Request.
- To receive a Travel Advance using UAS funds, you will have to complete Section I of the UAS Travel Form
- Only faculty and full-time staff can receive an advance – students and people outside of the university cannot receive one.
- All Travel Advance requests need to be submitted in a reasonable time to UAS. Travel advance request must be made 60 to 90 days prior to date of travel.
- Please refer to [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 2024](#) that 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](#)
        - Outside the Continental U.S.: [U.S. Department of Defense](#)
        - International: [U.S. Department of State](#)

- 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 being taken place.
    - Example: "Traveler attended SHPE Conference from October

- Please ensure you fill out every part of the Travel Expense Detail that is necessary like Section 1, 2, and 3.
- You can fill out Sections 4-8 as necessary.
    - If you are inputting a business expense (i.e. registration or memberships) in Section 8, you need to state what the business expense if for in Section 11 remarks.
- In Section 11, please ensure that you check how you would like to receive the reimbursement.

- When routing the Travel Expense Claim 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 dean of college but in front)
    3. Resource Manager – Approver (on the same line as dean of college but in front)
    4. Dean of College – Signer
    5. Copy: UASAP (uasap@calstatela.edu) and the grant's financial analyst