Travel Planning Checklist

Submission Timelines

- ☐ For domestic travel requests, the approved Concur travel request/RFT should reach Travel Services at least 10 business days before the trip start date.
- ☐ For international travel requests, the approved international RFT should reach Travel Services at least 60 calendar days before the trip start date.
- ☐ Submit all expense reports/TECs as soon as possible, and no later than 60 calendar days after the trip end date.

Pre-Approval to Travel

- ☐ Travelers must submit a travel request and be approved to travel prior to booking any travel arrangements (this excludes service providers, candidates, and non-employee students).
  - ☐ All *stateside* employees using *state funds* (including self-support and trust) will utilize Concur Travel Software.
  - ☐ Non-state employees (including students) will continue to use the current travel forms.
- ☐ Expected Expenses:
  - ☐ When itemizing expenses for your travel request, be sure to include all expected trip expenses (not just what you expect to pay out-of-pocket) in order to track the total business cost of the trip.
  - ☐ Attach supporting documents (Conference Information, Event Information, Letter of Invitation, Email communications)
  - ☐ Any other documents as required by your department
- ☐ Any exception to the travel policy (e.g., lodging over $333 per night) will need to be approved by your division VP. *If your division uses an exception justification form, be sure to complete and attach the form to your travel request. If not, your budget approver will need to add the division VP to the Concur approval workflow to review your justification comment required in your Concur travel request. (see the "Hotels" section for additional details)*

Registration Fee Payment Options

- ☐ Individual GET card, if assigned
- ☐ Department P-card
- ☐ Personal card (you will be reimbursed after returning from travel, and your expense report has been processed)

Meals & Incidentals

- ☐ *Location-based per diem meal expenses and incidentals*, with an overnight stay.
- ☐ When the entire length of a trip is *less than 24 hours, meals and incidental expenses should not be included as an estimated expense unless the traveler is away from home overnight, as supported by a lodging receipt.*

Air Travel

- ☐ Stateside employees can book flights through Concur Travel Software, which is billed directly to the University.
- ☐ Must be Coach or Economy Class (ex. Southwest = Wanna Get Away).
- ☐ Airline upgrades (including Southwest early bird check-in) are prohibited and non-reimbursable.
- ☐ Seat upgrades are not reimbursable.

Hotels

- ☐ Stateside employees can book hotels through Concur Travel Software and pay with either their personal card or individual GET card.
- ☐ Travelers may secure lodging when traveling on business more than *25 miles* (one way) from their normal work location or home*, whichever distance is shorter. Subsistence expenses for travel within 25 miles of an employee's normal work location or residence shall not be reimbursed.*
- ☐ The nightly lodging rate for domestic travel may *not* exceed $333 per night, excluding taxes and other related charges.
- ☐ If the nightly lodging rate exceeds $333 (excluding taxes and other related charges), you will be required to include an exception justification according to your division and department requirements.
  - ☐ Travelers who attend an approved conference where the prearranged conference group/lodging rate exceeds the $333 per night limit may stay at the conference hotel without additional approval for the prearranged conference group rate. Documentation to substantiate the prearranged conference group/lodging rate must be provided with the Travel approval packet.

Car Rental or Private Vehicle

- ☐ Stateside employees should make car rental arrangements through Concur or by contacting AP/Travel Services.
- ☐ Travelers should rent economy or mid-size class cars unless these sizes are not adequate to meet the business purpose of the trip.
- ☐ When renting a vehicle, Travelers are expected to utilize Enterprise or National rental agencies with which the State of California has negotiated contracts that include insurance coverage.
- ☐ All Travelers must complete the Defensive Driver Training.
- ☐ The Standard Mileage rate is currently $0.76/mile and should be claimed if driving during business hours.
  - ☐ STD 261 must be filed with the Traveler's department.
  - ☐ The Traveler's license plate number is required when requesting mileage reimbursement.

General Tips & Best Practices

- ☐ Travelers should keep travel documents in one place electronically for easy access when submitting a travel request.
- ☐ Travelers should keep all travel receipts, including proof of attendance (e.g., certificate, conference badge, survey email).

- ☐ Booking upgrades (e.g., optional travel insurance) are non-reimbursable.
- ☐ Best practices when submitting a Concur travel request to travel to multiple locations on business:
  - ☐ In the Concur request header, input the destination where the traveler will be staying the longest for business.
  - ☐ Include a list of the other locations in the request header Comments field.
  - ☐ Attach an itinerary as a supporting document for audit purposes.

Group Travel Tips

- ☐ Relevant General Release Form packet is required. Details can be found on Risk Management and Environmental Health & Safety's website.
- ☐ Concur's Trip Search feature can only be used for individual/group leader travel. To book airfare for group travel, contact Christopherson Travel Agency. Contact information can be found on the Concur dashboard under Company Notes.
  - ☐ Note that there is a fee when contacting Christopherson for inquiries/booking arrangements. See Christopherson Service Fees CSU Pricing Agreement for more information.
- ☐ If the trip is using auxiliary funds and therefore not being processed through Concur, contact travel@calstatela.edu for booking instructions.
- ☐ If seeking a cash advance (as a group leader traveling with students), prior to submitting a travel request in Concur, complete and submit the Cash Advance Setup Form. *Note cash advance capabilities must be added to the group leader's Concur profile before submitting the travel request.*
  - ☐ Cash distributed to students by the group leader must be acknowledged in writing at the time of receipt. The Advance Signature Sheet for Student Group Travel can be used to obtain signatures.

International Travel Tips

- ☐ Approved international travel requests should reach Travel Services at least 60 calendar days before the trip start date.
- ☐ Attach the International Travel Supplemental Information Form to the international travel request.
- ☐ Reminder to include currency conversion rate as a supporting document if submitting via Adobe Sign. *Concur automatically has currency conversion incorporated.*
- ☐ If taking any personal days within the business travel dates (or whenever deviating from standard route of travel):
  - ☐ A Travel Cost Comparison Form is required.
  - ☐ Depending on how many personal days are taken, a portion of the international flight cost may be taxable to the Traveler. To learn more, refer to CSU Travel and Business Expense Payments policy (Policy Section U.f.) Taxability of International Travel With Personal Use.