



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 (54 cents per mile)						
Rental Car/Taxi/ Shuttle /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
International Approval:			
Vice President	Date	President	Date
Per Administrative Procedure 208, approval is required when reimbursement for moving and relocation expenses exceeds \$5,000/\$10,000.			
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