

## Vanessa's Helpful Hints for Completing Travel Forms

1. A Blanket Travel Form **Blue** must be filled out by every employee
2. Travel Forms must be completely filled out. In the "Purpose of Trip" box, the trip must be clearly described. Please sign all forms with **Blue Ink**
3. Travel Expense Claims require a **Green** "Request for Travel" form *before* travel begins (14 days in advance if you are going out of state or 21 days if out of country)
4. All travel claims are due within 14 days of return
5. You cannot:
  - Claim lunch for one day trips
  - Claim breakfast if your travel begins after 7 a.m.
  - Claim dinner if travel ends before 6 p.m.
  - Claim incidentals within the first 24 hours of travel
  - Claim lunch on 1 day trips. Only breakfast if travel begins before 7 a.m. and dinner if travel ends after 6 p.m.
6. You must attach a Name Badge as well as an agenda or program for all conferences
7. If you are claiming mileage, you must first complete the defensive driving course offered through the university. Contact Bruce Bradley at ext. 4512. Once you have completed the course you need to fill out a Request for Travel **Green** form and estimate the mileage for each semester
8. If you claim mileage, you must list your vehicle license number and attach a map (such as MapQuest/GoogleMaps) that electronically calculates the miles from origin to destination. Estimates are no longer acceptable
9. You must provide original receipts (if receipt is smaller than 8 ½ x 11 then receipts must be taped on a 8 ½ x 11 sheet of paper)
10. The item "Business Expenses" includes the purchase of material (with receipt) that are related to the trip
11. All registration fees are considered "Business Expenses"
12. Original signatures are required on all Travel Expense Claims (faxed copies are not acceptable)
13. Pre-registration can only be paid **IF**:
  - You are a DTiR
  - You are a new employee
  - You are exempt from an American Express Card
  - Registration does not accept American Express
  - Employees traveling outside of the country

### *Travel & Reimbursement Rates*

**Mileage Rate = .585**

#### Rates

Breakfast	\$ 10.00
Lunch	\$ 15.00
Dinner	\$ 25.00
Incidentals	\$ 5.00

Please visit: <http://lynx.csusm.edu/coe/facultyStaff/CommonForms.htm> for all travel forms