

# Travel Authorization Form – How to Complete



California State University  
SAN MARCOS | The Foundation

## REQUEST FOR TRAVEL APPROVAL or PREPAID REGISTRATION or CASH ADVANCE

Complete all personal information: Name, Address, City, State, Zip / For Employee No.: Enter your CSUSM student ID Number  
Leave Blank: Dept. Contact and EXT.

Name:		Employee No.	
Address:	City	State	ZIP
Dept. Contact:			EXT. x
Destination	Date/s of Trip	From:	To:
Purpose of Trip:			

Complete Destination: City, State  
Complete date/s of Trip  
Complete Purpose of Trip: e.g. Poster Presentation at the 2018 Statewide Conference.

Complete Estimated Expenses:

Meal Allowance: \$55.00 per day; \$11.00 Breakfast, \$17.00 Lunch, \$27.00 Dinner. Include only meals that are not included in conference registration.

Leave Blank: \*\* Miscellaneous

Students are not eligible for travel advances.

ESTIMATED EXPENSES FOR REIMBURSEMENT BY CSUSM		PLEASE PAY REGISTRATION TO:
**Meal Est.		
Lodging or Hospitality Gift		
Air Fare		
*Auto Rental		
*Mileage (.545 cents per mile)		
**Miscellaneous		
**Shuttle/Taxi		
**Registration		
Parking		
TOTAL ESTIMATED EXPENSE		
Prepaid Expense		
Amount to be Paid by Other Source		
Estimated Amount to be Reimbursed		
**Advance Due- 90% Reimbursable Expense		

Unless you have completed Defensive Driver Training, leave blank: Expiration Date

\*Current Defensive Driving cert required for reimbursement. Expiration Date: \_\_\_\_\_

\*\* Advances for domestic travel can include meals, miscellaneous, shuttle/taxi, and registration greater than \$100.00 only. Other expenses such as lodging and airfare cannot be included in an advance for domestic travel.

I hereby certify that I am currently a California State University/Foundation Employee and that a.) If I am using a privately owned vehicle, I have a current "Authorization to use Privately Owned Vehicle" (form STD 261) on file with the University and I have the minimum liability insurance as required by State law and b.) I have satisfied the State Defensive Driver Training requirements. I have made arrangements for the classes meeting during my absence and/or for administrative and other duties.

Traveler will need to sign and date the form. Please use BLUE INK.

Signature of Traveler: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Traveler: e.g. Undergraduate Student Dept. of Human Development

Items in red box will be completed by School/Department contact, if awarded a Student Success Grant

	Account	Fund	Dept	Program	Class	Project	Amount	Funding Approving Authority
<b>Funding Source:</b>								✍
								✍
								✍
<b>Approving Authority</b>								
Title							Date:	
<b>Final Approving Authority (In-State and Out-of-State Travel)</b>								
<b>VP/Provost ONLY</b>							Date:	
<b>Final Approving Authority (Out-Of-Country Travel)</b>								
<b>President ONLY</b>							Date:	