





# TRAVEL EXPENSE CLAIM FORM INSTRUCTIONS

This form is to be filled out anytime a staff or student employee is traveling off campus for CSUSM Corporation business related purposes. This form needs to be completed and signed by the required approving authorities, even if there are no expenses associated with this trip.

## PRIOR TO FILLING OUT FORM, SAVE IT TO YOUR COMPUTER

### TOP SECTION

Fill out all personal information for the traveler. Name, Email, Phone, Department, and mailing address.

- Destination            Check box that applies. Enter the City and State where employee traveled to.
- # of Employees        Number of staff and student employees that traveled together.
- # of Participants      Number of participants (participants are NON-staff and NON-student employees).
- Type of Travel        Select the type of travel. If you traveled for group/programmatic purposes, make sure to include if you are the LEAD, or an employee who traveled with the group.
- Leaving From         Select your departure location.
- DD Cert Exp.         Defensive Driving Certificate Expiration date is needed in order to receive a mileage reimbursement.

### REIMBURSABLE EXPENSES AND PROCARD EXPENSES

If any portion of the travel was paid for with personal funds or the traveler received an advance for the trip, the traveler will fill in those travel expenses in the Reimbursement Expenses Section. Reimbursement for mileage and incidentals will always go in this section. If travel was paid for on a ProCard, those expenses will go into the ProCard Expenses Section.

Travel Date/Time    Indicate each date that the traveler traveled. Indicate the time of departure (in "leaving from" location), and the time of return (in "leaving from" location).

*Fill out all dollar amounts and number of miles traveled that pertain to each item on each day of travel. If you are the LEAD on group/programmatic trip and paying for items for other travelers, you may also fill out those expenses here if they are reimbursable to you or were put on your ProCard.*

- Mileage                Enter the number of miles only, the form will calculate the reimbursement. The current reimbursable rate is \$0.585/mile.
- Incidentals            Maximum allowable amount is \$7.00 per day after the first 24 hours of Travel.  
  
When the entire length of a trip is less than 24 hours, IRS regulations state that incidental expenses shall not be reimbursed unless the travel includes an "overnight stay" as supported by a lodging receipt.
- Meals                  Maximum daily allowance in the contiguous US is \$55.00. Subtract out any meals which will be provided by the conference/training.  
  
Breakfast Maximum \$11: May be claimed if travel begins before 7am, or ends past 9am.  
Lunch Maximum \$17: May be claimed if travel begins before 11am, or ends past 1pm.  
Dinner Maximum \$27: May be claimed if travel begins before 4pm, or ends past 6pm.  
When the entire length of a trip is less than 24 hours, IRS regulations state that meal expenses shall not be reimbursed unless the travel includes an "overnight stay" as supported by a lodging receipt.
- Registration          Conference/training expense registration amount.
- Lodging                Maximum nightly rate \$275.00 (excluding taxes, fees) unless an exception was granted.
- Other                    Other expenses are purchases that will not fall into one of the categories listed.
- Airfare + Bags        Travelers are advised to select the lowest fare offered online or through a travel agency.

Transportation	Use the drop-down menus to indicate the type used. Transportation costs may include rental car, rental car fuel, shuttle, taxi, public transportation, parking fees, train ticket, toll roads, etc.
Chartfield String	PeopleSoft chartfield string to debit the expenses incurred for travel. Travel expenses can be split into two chartfield strings.
Final Claim?	Select YES or NO.
<b>DD Cert Exp:</b>	<b>Defensive Driver Certification expiration. In order to receive a mileage reimbursement.</b>
Prior Payments/	Type the amount of the Advance which you received before your Advance trip. If no advance was given to you, this field may be left blank.
Purpose of Trip	Describe, in detail, the purpose of the trip. Make any necessary notes associated with the expenses that need additional explanation. If you were the LEAD for a group trip, include the names of the employees who you traveled with.
Travel Question	Please answer the question only if your travel took place prior to receiving approval.

## **SIGNATURES**

Sign/Date	Document must be signed and dated prior to obtaining approval signatures.
Approval Signatures	Obtain approval signatures from the following people:

### **OSP GRANT TRAVEL APPROVAL SIGNATURES (85xxx)**

PI/Funding Authority - **ALL TRAVEL CLAIMS** - The person with signature authority on the grant or contract.

Reviewing and approving for appropriateness of travel and funding

Dean of Graduate Studies and Research - **ALL TRAVEL CLAIMS** - Reviewing and approving allowable expenses per the award.

CSUSM Corporation - **ALL TRAVEL CLAIMS** - Reviewing and approving allowable expenses per the award and CSUSM Corporation travel policy compliance. Executive Director approval is required if exemptions to travel policy and/or expense limits are being claimed (ex. exemption to \$275 per night lodging limit).

### **CAMPUS PROGRAM and CSUSM CORPORATION STAFF TRAVEL APPROVAL SIGNATURES (86xxx and 81xxx)**

Supervisor - **ALL TRAVEL CLAIMS** - Reviewing and approving for appropriateness of travel and funding.

Funding Authority - **TRAVEL CLAIMS ONLY** if Funding Authority is different from Supervisor.

CSUSM Corporation - **ONLY TRAVEL CLAIMS where Executive Director Approval is REQUIRED** - Executive Director approval is required if exemptions to travel policy and/or expense limits are being claimed (ex. exemption to \$275 per night lodging limit).

\*Exemptions for ANY exceeded or exceeding costs require CSUSM Corporation Executive Director Approval.