How to Print a Travel Envelope

Prepared and Presented by Robin Pollock, SSIS

Business Partners Round Table

August 10, 2007

1. The settings for the Travel Envelope are for the following size:
   C5 6.38” x 9.02

2. It is best to use a 6x9 yellow-clasp envelope for printing this document.

3. To prevent a printer jam, clasp the envelope closed before printing.

4. Depending on the printer, the envelope may need to be “face up” or “face down” in the manual-feed section of the printer. (This information is normally located on the printer.)

5. When ready to print, follow these steps:
   • Click file>Print
   • Click the properties link
   • Click the tab above, which reads “Paper/Quality”
   • Under “paper size” click on the drop down arrow and choose Envelope C5
   • Under “paper source” click on the drop down arrow and choose “Manual Feed”
   • Click the “okay” link
   • Click “okay” again to print. (It is best to print one envelope at a time to prevent a printer jam.)

8/3/2007
TRAVEL RECEIPTS
SUBMIT ORIGINAL RECEIPTS AS APPLICABLE

NAME: ____________________________________________

Date of Departure: ___________ Departure Time: _________________

Required

Date of Return: _________________ Time Returned: ________________

Required

Reason for trip: _____________________________ Registration Fees: ________

Receipt Required

Provide proof of attendance -- Name Tag / Agenda / Copy of conference manual

Vehicle Miles:

Total Miles _______________ Private Vehicle License # _________________

Shuttle Costs _________________ Toll/Parking Costs ___________________

Airlines ___________________________ Amount: ______________________

*Retain boarding pass or for Southwest copy of the online boarding pass with traveler’s signature*

Airport Parking: _______________ Per Day ___________ Number of Days

Hotel: ________________________ Cost per Night: __________ Length of Stay: _____

Provide itemized receipt

Transient Occupancy Tax Waiver Yes____ No _____

Rental Car Expenses: ____________________________________________
THE STATE WILL NOT PAY FOR EXTRA INSURANCE – by using the University American Express Card there is extra insurance coverage at no additional charge.

**Per Diem:**

Do not include meals that are provided during the conference/seminar.

Please attach itinerary of conference.

(Maximum amounts allowed: breakfast $10.00, lunch $15.00, dinner $25.00)

<table>
<thead>
<tr>
<th>Day</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Notes</th>
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<tbody>
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<td>Day 1</td>
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List any prepaid amounts (Advance):

MISC INFORMATION:

Please work with your support staff in following CSU Policy & Procedures & your department requirements.