



Business Matters at Sac State
October 28, 2005

Topic: How to get reimbursed in a jiffy: Travel & Relocation

- ABA's goal is to guide the Campus Community in complying with the Trustees' and Campus procedures governing travel and to assist them in ensuring that only appropriate expenditures are being incurred and reimbursed for business related travel.
- **Top 5 reasons why your travel or relocation claim is not paid within two weeks.**
 - ✓ No Travel or Relocation PO created
 - ✓ Travel or Relocation requisition in CMS not approved and went on trip anyway
 - ✓ Missing receipts
 - ✓ Information on claim form is incorrect or missing
 - ✓ Approval signatures missing
- **Please see detailed instructions** regarding travel policies, procedures and required forms at: <http://www.csus.edu/acpy>. The CMS Travel training manual is located at <http://www.csus.edu/cms>.
- Only CSUS employees who engage in business travel should apply for an **American Express Corporate Card**, to be used exclusively for University travel. For the American Express application, contact the Travel Coordinator, Jay Rutherford at extension 8-7443.
- **Before making any travel arrangements**, the following steps must be completed before traveling.
 - ✓ **A travel requisition must be completed and approved on CMS**
 - ✓ **If an advance is needed for the registration fees, a vendor data form must be completed and submitted to the Travel Coordinator if the vendor is new**
 - ✓ **Travel must be approved prior to traveling, even when there is no travel reimbursement**
 - ✓ **Travel approval form must be kept on file in the department**
- **Getting paid in a jiffy for your travel.** Travel or relocation claims will be paid within two weeks if the claim is **complete** when submitted to Accounts Payable. A **completed** claim is when the requisition has been approved, the PO has been created, all receipts are attached to the claim, all pertinent information about the trip is on the claim, and the approval signatures are on the claim.

More questions??? Call Jay Rutherford, Travel Coordinator at ext 8-7443.

Call Pam Elbeck, back up Travel Coordinator at ext 8-6477

Also CMS training tools available at <http://www.csus.edu/cms>

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