

CHANCELLOR'S OFFICE TRAVEL REIMBURSEMENT

As of 4/1/11 there have been some changes in how the University is reimbursed for Travel Expenditures when a Sac State employee is doing work on behalf of the Chancellor's Office and the Chancellor's Office decides to pay for their actual travel cost incurred.

- Enter a travel requisition in CFS using your department's chartstring.
- Complete a Travel Claim form. Check the box marked "Chancellor's Office Reimbursement for Travel" on the travel claim form. (Section 8)
- Attach your letter authorizing the travel to be paid by the Chancellor's Office, along with all receipts to the travel claim form.
- If you don't have an authorization letter, include the name of the person at the Chancellor's Office who authorized the reimbursement, the Office name, and their Chancellor's Office reference number, i.e. COCSU X X X X.
- Submit your approved claim to the Accounts Payable and Travel Office, zip 6004.

The expense will be charged to your departments account. Your account will be reimbursed from the Chancellor's Office. The reimbursement will appear as an increase in Budget for the account from which the expenditure was paid. Verify the money is transferred into your account, via a Budget Journal Entry in COGNOS. This entire process could take awhile, but if your account is not reimbursed after a couple of months, notify Jennifer Barrett in Accounting Services at barrettj@csus.edu or ext. 86019, and she will look into it for you.