

Travel Responsibilities

Notes	Traveler	Approving Official	Accounts Payable (AP) Department
In General	Travelers should justify that the business related expense they incur are ordinary, reasonable, not extravagant and necessary for the purpose of the trip.	The approving authority designated to approve travel expense claims ensures all expenses are reasonable in terms of price, purpose and necessity.	AP will review for compliance with policy, procedures and regulations. Ensure appropriate documentation is submitted. Process reimbursements and payments.
Before the Trip	<p>At least 3 weeks before travel obtain approval, including: Approved Travel Justification Form - If needed by your division, however International is needed always Travel Requisition Entered into CFS Travel Insurance if International Travel Request Advance (if needed) Authorize Advance Pick-Up (if needed)</p> <p>Pre-approval is required for certain expenses: Supervised Group Trip Expenses Lodging Rate above \$275 (excluding taxes) Air Travel above coach/economy fares (use of business class, first-class, early boarding, extra leg room, or other higher-cost service)</p>	Verify travel meets a justified business need, funding is available and the traveler has received all necessary approvals before beginning of the trip.	Process advance as requested for pick-up in the Student Financial Services Center.
Travel Website	http://www.csus.edu/aba/accounts-payable/Travel/index.html		
During the Trip	Save required receipts of (\$75 or more, rental car, lodging folio, etc.), record personal car mileage (current rate is on TEC), and return rental cars with a full tank of gas. Check CA Hotels for acceptance of Tax Waiver Form.	Survive day-to-day operations without your employee.	Be available to answer any questions.
After the Trip	Accurately and fully complete a current Travel Expense Claim (TEC) with actual expenses and submit to your Approving Official within one week of your return . The current form with instructions and samples is located under Accounts Payable on the ABA Forms Page (see link below).	Verify TEC is complete and accurate per the Travel policy, procedures and regulations. Within one week of receipt , either approve the claim and submit to AP or if incomplete, return to the Traveler for correction.	Ensure the TEC is complete and accurate. Within two weeks of receipt , either process the reimbursement or return to the Traveler for correction.
Travel Forms	http://www.csus.edu/aba/forms.html#Accounts Payable		
Quick Reference			
Meals	Meals should be recorded for actual expenses up to a \$55 maximum per day.	Verify and Approve meals if reasonable (pattern?) daily maximum is not exceeded appropriate receipts are attached no alcohol in 485 funds (e.g. MDS01)	Review for: under daily limit for \$55 or more no alcohol in 485 funds (e.g. MDS01)
Lodging	Attach your itemized lodging receipt (folio) with personal items not claimed. Please note maximum lodging rate is \$275 (excluding taxes); VP (or Pres.) must preapprove higher rates via an email or memo.	Verify itemized lodging amounts are listed correctly, VP (or Pres.) preapproval memo is attached (when required), and personal items (e.g., movies) are not included for reimbursement before approving.	Ensure itemized lodging receipt is attached, VP (or Pres.) preapproval memo is attached (when required), and personal items are deducted from TEC.

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Conference Agenda	Attach an agenda if you attended a conference, seminar, event, training or meeting as supporting documentation of travel dates and provided meals.	Verify travel dates with provided agenda. Also, ensure justification is provided for any meals claimed by the employee that were provided as part of the conference registration before approving.	Review attached agenda and justification provided for any meals claimed by the employee that were provided as part of the conference registration.
Receipts Required	Attach receipts for other expenses \$75 or more (car rental, parking, registration, etc.).	Verify and approve itemized receipts for any expense of \$75 or more.	Review attached itemized receipts for any expense of \$75 or more.
Incidental Expenses	List actual amount of incidental expenses up to \$7 per day (bellhop tips, maid tips, etc.)	Verify and approve incidental amounts claimed.	Review incidental amounts claimed.
Travel Advances	If you had a travel advance - <u>Unused Funds</u> must be returned to the Cashier's Office (attach receipt to TEC) and show zero balance. If <u>entire Advance used</u> , then deduct the amount on your TEC and show the net reimbursement due to you.	Verify all advances, prepayments (ProCard, BTA, etc.) are accounted for correctly on the TEC before approving.	Review all advances, prepayments (ProCard, BTA, etc.) for deduction on the TEC.
Driving instead of Flying	If you decide to drive instead of fly, documentation demonstrating the cost of a regular coach fare at the time of your travel dates must be attached to your TEC. You cannot claim more than this amount. Include your vehicle plate number when claiming mileage. The current mileage rate is on the TEC.	Before approval, verify the mileage amount is not more than a regular coach fare for the timeframe of the traveler's trip.	Review mileage amount and regular coach fare comparison attached to TEC is the lower amount listed on the claim.
Personal Expenses	Do not claim personal expenses (hotel movies, gift shop purchases, etc.) or personal travel before/after your official business travel or personal travel between official business trips on your TEC. Transportation costs must be less than or equal to what costs would have been if only traveled for official business. You must attach documentation at time of booking travel for rate comparison.	Verify and approve that personal expenses have not been included for reimbursement including personal travel days before/after official business travel or between official business trips. Transportation costs during personal days are reimbursable if no additional cost to the University (shuttle to airport, airfare, etc.)	Review to ensure personal expenses have not been included for reimbursement including personal travel days before/after official business travel or between official business trips. Transportation costs during personal days are reimbursable if no additional cost to the University (shuttle to airport, airfare, etc.)
Dept. to be reimbursed by Chancellor's Office	When your travel will be reimbursed by the Chancellor's Office (CO), make sure you check the box marked "Dept. to be reimbursed by Chancellor's Office". Department will receive a reimbursement (credit) via a CO Cash Posting Order (CPO).	Ensure box is checked if your Department has preapproval for reimbursement from the CO. This is the only way to receive reimbursement of your Departmental Funds.	If box is checked, copy of TEC is routed to Accounting Services for processing of the reimbursement via CPO.
Signatures	Sign your claim certifying you received authorization to travel on official business, you spent the amounts listed, and that you will not seek duplicate reimbursement.	Make sure you have the authority to sign travel expense claims by reviewing your departments delegation of authority approver list. If you are not on the list, complete a delegation of authority form and send the completed form to IRT.	Verify approving official's authority to sign travel expense claims on the delegation of authority department inquire screen in CFS. If approver does not have authority, return the TEC to the department for proper signature.
Exceptions	For exceptions (Meals >\$55 per day, didn't eat provided conference meal, etc.), ask your approving official to obtain the VP's signature.	Vice President of the Traveler's Division must approve exceptions. If the Traveler is a VP, then the President must approve the exception. If denied, the costs will be the Traveler's responsibility and not reimbursed.	Review for signature of Division VP or President was obtained for approval of exceptions. This is not verified on the Delegation of authority department inquiry screen in CFS.