

Travel Responsibilities

Notes	Traveler	Approving Official	Travel 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.	Travel will review for compliance with policy, procedures and regulations. Ensure appropriate documentation is submitted. Process reimbursements and payments.
Before the Trip	<p>At least 4 weeks before travel obtain approval, including: Travel Request Entered into Concur Travel Insurance if International Travel</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, early boarding, extra leg room, or other higher-cost service) Cost comparisons may be needed if personal days are planned or driving in lieu of airfare for most common travel route</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 Bursar's cashiers office.
During the Trip	Save required receipts of (Lodging folio, airfare, car rental, registration, and \$75 or more), record personal car mileage (current rate is within Concur), 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 Concur expense reports with actual expenses and submit to your Approving Official <u>within thirty days of your return and no later than sixty days.</u>	Verify expense report is complete and accurate per the Travel policy, procedures and regulations. <u>Within one week of receipt</u> , either approve the expense report or if incomplete, return to the Traveler for correction.	Ensure the expense report is complete and accurate. <u>Within two weeks of receipt</u> , either process the reimbursement or return to the Traveler for correction.
Quick Reference			
Meals & Incidentals	Meals will only be reimbursed at the per diem rate based on the travel location (where the traveler spends the night)	Verify and Approve: Daily maximum is not exceeded based on location Provided meals have been indicated within Travel Allowance or Non-employee Travel worksheet	Review for: Not exceeding per diem limit. Verify provided meals are correctly marked and deducted from per diem amounts
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 expense report.

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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 required receipts (airfare, car rental, hotel, & registration) and receipts for other expenses \$75 or more (parking, ground transportation, etc.).	Verify and approve itemized receipts for any required expenses and expenses of \$75 or more.	Verify and approve itemized receipts for any required expenses and expenses of \$75 or more.
Travel Advances	If you had a travel advance - <u>Unused Funds</u> must be returned to the Bursar's Office (attach receipt to expense report) and show zero balance. If <u>entire Advance used</u> , then include all out of pocket expenses on the expense report to show the net reimbursement due to you.	Verify all advances, prepayments (ProCard, University Card, etc.) are accounted for correctly on the expense report before approving.	Review all advances, prepayments (ProCard, University Card, etc.) for deduction on the expense report.
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 expense report.	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 the expense report 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 submit the expense report through Concur. Once approved by Travel, reach out to Accounting Services to start the CO Inter Funds Transfer (IFT) process. Department will receive a reimbursement (credit) via a IFT.	Make sure to reach out to Accounting Services regarding the IFT process. This is the only way to receive reimbursement of your Departmental Funds.	
Signatures	Submit your expense report 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 approve travel expense reports 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.	
Exceptions	For exceptions (Hotel >\$275/night excluding taxes, etc.), ask your approving official to obtain the VP's signature electronically in Concur by manually adding their name into the approval workflow.	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 electronic approvals of Division VP or President was obtained for approval of exceptions.