






## Faculty Travel Checklist

When you know you will be traveling for professional purposes (conference, workshop, meeting, Future Philosopher, etc.), please review this checklist to ensure you are travelling with proper authorization as well as to be properly reimbursed for funded travel. Office support staff will assist you completing the appropriate forms. Travelling without completing either the Domestic or International Travel Authorization form will leave you at risk should anything happen on your trip.



### BEFORE YOU TRAVEL:

	<p>Review the <a href="#">University's Travel Information</a></p> <p>This page includes information for what to do when, and also for state requirements for travel. As a Public Employee, you are eligible for State Rates for accommodations, vehicle rentals, and airfare. The CSU has arrangements with Enterprise Rental Car for vehicle rentals and Southwest Airlines for flight travel. Please try, whenever possible, to use these services. Be advised, that the University does not reimburse for upgrades, baggage fees, tips, etc.</p>
	<p>If you are driving your personal vehicle to professional activities in the local area (e.g., to Future Philosopher sessions, picking up guest speakers, etc.), you must Register your vehicle with Risk Management. Please review the information <a href="#">here</a>, and see office support staff for the required forms.</p>
	<p>Complete <a href="#">Domestic Travel Justification Form</a> or <a href="#">International Travel Justification Form</a></p> <p>This form provides faculty with the authorization to travel using university funds, either in whole or part, when travelling on professional business. This form requires an indication of the amount of funding sought, the source (account) of the funds, and a clear concise statement of the purpose for the travel. It also requires an indication of how your classes will be covered in your absence.</p> <p>Attach proof of your participation in the conference/workshop (e.g.: proceedings listing you, registration receipt, invitation letter, etc.). Include an estimated budget for travel (accommodations, transportation, registration, meals, parking, ground transport, etc.).</p> <p>This form is signed by the Department Chair, the Dean and the Provost. Travel is not authorized until the Provost has signed in approval. Due to the number of levels of approval, <b>Domestic Travel forms should be completed no later than 30 days prior to travel, International Travel forms should be completed no later than 45 days prior to travel.</b></p>

DURING TRAVEL:

	<p><b>Keep ALL Receipts</b> Receipts must be itemized and complete. Note, certain expenses are not reimbursed (alcohol, tips, etc.). If using credit cards, the name on the card used for the purchase must match the name of the traveler (e.g.: if Sue Smith is traveling but the airfare was paid by Joe Blow, then Sue Smith cannot claim reimbursement for the airfare). If you are splitting costs, be sure to have a receipt printed in your name for your share of the expense (split the bill for meals, get an individual receipt for hotel room, etc.). Expenses unsupported by dated vendor-issued receipts will not be reimbursed.</p> <p>Note: An airline confirmation is not a receipt, be certain you have a receipt indicating the costs, fees, taxes, and payment method, and it indicates paid or zero balance. Alternately, you can print a receipt for your e-ticket at the airline kiosk or check-in.</p>
	<p>Keep track of mileage or gas use, when using personal vehicles. Also note when reimbursement is sought for vehicle use during business hours (M-F 8:00am-5:00pm), the mileage should be calculated from the university campus to the destination.</p>

AFTER YOU RETURN:

	<p><b>To Be Reimbursed</b> Within a week of returning from travel give office staff all of your receipts and list of itemized expenses so she can prepare your travel claim. This form requires several levels of approval with a 30 day deadline. Timely submission of receipts and expenses is imperative.</p>
	<p>Wait for reimbursement to arrive... This can sometimes take a long time, depending on the source of the reimbursement. The Chancellor's Office is notoriously slow. Sacramento State is faster, between 2-3 weeks.</p>