

## SFS Student Travel Procedures

### Before You Travel

- Fill out and sign a UEI travel request form, which the SFS Administrative Coordinator will give to you with some items already filled in. (The form changes occasionally and it is important that the most current one is used. If it is necessary to fill it out by yourself, it can be found online at: <http://uei-sp.uei.csus.edu/about/forms/>; scroll down to the “Travel Section” and select “Travel Request and Claim.” ***This form must be filled out, approved by your SFS supervisor, and submitted to UEI before your trip.***
- Fill out and sign a UEI Student Risk Notification/Release of Liability form, which the SFS Administrative Coordinator will also give you. (It too can found at the above-mentioned website.) ***This form must be filled out and submitted to UEI before your trip.***

### During Your Trip

#### **Keep ALL receipts related to traveling (food, taxi, shuttle, flight, baggage, hotel, parking at SMF, etc.)**

- **Hotel:** Be sure to get an ITEMIZED hotel receipt which shows the amount charged for each night. *A printout of an online purchase from a third-party vendor is not sufficient; you must submit what you get from the hotel itself at check-out.*
- **Meals:**
  - **Note:** You cannot claim for a meal that is to be provided by the conference, unless food allergies prevent you from eating it. (If this is the case, you will be asked to write a brief statement.) However, since the time of your travel begins when you depart from your home and ends when you return to your home, you may be able to claim meals on the way to the conference and on the way back. If the trip is less than 12 hours, lunch is not reimbursable. Breakfast is reimbursable if travel begins at 6:00 a.m. or earlier; dinner is reimbursable if travel ends at 7:00 p.m. or later.
  - Itemized receipts – i.e., receipts listing what items were ordered – are required. Get **both** an itemized receipt showing what food and beverages you ordered **AND** the credit card receipt if you use a credit card (you can write in any tips). ***This applies to room service as well. Room service charges are typically not itemized on hotel bills, so be sure to ask for an itemized receipt at the time you order.***
  - **ALCOHOL CANNOT BE REIMBURSED**, so if you purchase it, it will be subtracted from your receipt for purposes of reimbursement.
  - You are required to keep your name badge/agenda/registration receipt from the conference itself and submit it with your claim as “proof of attendance.”
- **Mileage to Airport / Parking at Airport**  
*If you wish to claim personal mileage to the airport, plan to provide the following with your claim:*
  - Vehicle license number (not your driver’s license number).
  - MapQuest printout from your home (or other starting point) to SMF and your return showing the total miles. (Note: if starting from Sac State, mileage is 20 miles one-way; no printout is needed.)
  - The parking receipt from the airport.
- **Incidental Expenses**
  - Tips (for shuttle service, baggage handlers, etc.) may be claimed as incidental expenses up to \$7 per 24-hour period. Be sure to write down how much, what it was given for, and the date. Formal receipts are helpful but not necessary.

### After Your Trip

- Your approved claim must be filed with the UEI office within 30 days after your trip. The SFS Administrative Coordinator will prepare your claim once you submit your receipts and proof of attendance to her. (You must submit a claim under all circumstances.)
- Your UEI travel claim will list the total, but if something was prepaid on your behalf, it will be both listed as an expense and then subtracted from the total at the bottom of the claim; also, any amount that was advanced to you before the trip will be subtracted from what is owed you. ***If you were advanced more money than what can be listed on your claim, you will need to return it by writing a check to UEI and attaching it.*** (The SFS Administrative Coordinator will let you know if any money should be returned to UEI.)
- Any amount owed to you will be sent to your home address.

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