

After you travel – the Travel Expense Claim for Domestic Travel

Submit to your department office within 60 days of traveling

Include:

- Receipt for airfare – this shows that it was paid. (A confirmation is not a receipt - see example.)
- Receipt for conference registration, showing the method of payment.
- Itemized receipts for parking and transportation expenses \$75 and over. Enter **actual expense** for items under \$75, **up to \$55/day for meals**.
- If meals are included with conference registration you can't get reimbursed for meals purchased away from the conference.
- Itemized receipt for lodging expenses. Get this at the desk when you check out. (See example.)
- If you can't get an itemized receipt for any expense – e.g., you used Priceline – include a bank statement showing the amount paid as backup for the receipt.
- Conference schedule at-a-glance, showing meals that were provided. (See example.)
- Personal car use – compute the mileage and enter. No need to include a map. Enter your vehicle license #.
- If you are renting a car, use Enterprise unless another vendor is not available in the area you're traveling to. <https://www.csus.edu/aba/accounts-payable/rental-car.html>

Get the form and worksheet here: <http://www.csus.edu/ssis/for-faculty/travel.html>



Flight reservation (8365ZM) | 22APR15 | PHX-SMF | 1 message

Southwest Airlines <SouthwestAirlines@luv.southwest.com>
Reply-To: Southwest Airlines <no-reply@luv.southwest.com>
To: [Redacted]

Wed, Mar 25, 2015 at 2:16 PM

You're all set for your trip!



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Ready for takeoff!



Thanks for choosing Southwest® for your trip! You'll find everything you need to know about your reservation below. Happy travels!

Upcoming Trip: 04/22/15 - Sacramento



AIR Itinerary

AIR Confirmation: 8365ZM

Confirmation Date: 03/25/2015

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
[Redacted]	594998872	5262494946961	Mar 24, 2016	1350

Rapid Rewards points earned are only estimates. Visit your (MySouthwest, Southwest.com or Rapid Rewards) account for the most accurate totals - including A-List & A-List Preferred bonus points.

Date	Flight	Departure/Arrival
Wed Apr 22	531	Depart PHOENIX, AZ (PHX) on Southwest Airlines at 08:05 AM Arrive in SACRAMENTO, CA (SMF) at 10:05 AM Travel Time 2 hrs 0 mins Wanna Get Away
Mon Apr 27	549	Depart SACRAMENTO, CA (SMF) on Southwest Airlines at 12:10 PM Arrive in PHOENIX, AZ (PHX) at 1:55 PM Travel Time 1 hrs 45 mins Wanna Get Away

What you need to know to travel:

- Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device. This will secure your boarding position on your flights.
- Southwest Airlines does not have assigned seats, so you can choose your seat when you board the plane. You will be assigned a boarding position based on your checkin time. The earlier you check in, within 24 hours of your flight, the earlier you get to board.
- WiFi, TV, and related services and amenities may vary and are subject to change based on assigned aircraft. Learn more.

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- 30 minutes prior to scheduled departure time: We may begin boarding as early as 30 minutes prior to your flight's scheduled departure time. We encourage all passengers to plan to arrive in the gate area no later than this time.
- 10 minutes prior to scheduled departure time: All passengers must obtain their boarding passes and be in the gate area available for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.
- If you do not plan to travel on your flight: In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on the flight. If not, Southwest will cancel your reservation and all funds will be forfeited.

Air Cost: 270.02

Carryon Items: 1 Bag + small personal item are free. See full details. Checked Items: First and second bags fly free. Weight and size limits apply.

Fare Rule(s): 5262494946961: NONREF/NONTRANSFERABLE/STANDBY REQ UPGRADE TO Y.

Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase. Failure to cancel reservations for a Wanna Get Away fare segment at least 10 minutes prior to travel will result in the forfeiture of all remaining unused funds.

PHX WN SMF112.47MXNUHNR WN PHX112.47MXNUHNR 224.94 END ZPPHXSMF
XT11.20AY9.00XFPHX4.5SMF4.5



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Cost and Payment Summary

AIR - 8365ZM

Base Fare	\$ 224.94	Payment Information
Excise Taxes	\$ 16.88	Payment Type: Mastercard XXXXXXXXXXXX0722
Segment Fee	\$ 8.00	Date: Mar 25, 2015
Passenger Facility Charge	\$ 9.00	Payment Amount: \$270.02
September 11th Security Fee	\$ 11.20	
Total Air Cost	\$ 270.02	



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Know Before You Go

- [In the Airport](#)
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name address 6000 J ST ENVIRONMENTAL STUDIES DEPT SACRAMENTO CA 95819 UNITED STATES OF AMERICA	room number: 407/SXQL arrival date: 9/30/2015 7:30:00 PM departure date: 10/4/2015	If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.
	adult/child: 1/0 room rate: 109.00	

Confirmation Number: 83497268 10/4/2015	Rate Plan: LV4 HH # AL: Car:
Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. I have requested weekday delivery of USA TODAY. If refused, a credit of \$0.75 will be applied to my account. In the event of an emergency, I, or someone in my party, require special evacuation due to a physical disability. Please indicate yes by checking here: <input type="checkbox"/>	
signature:	

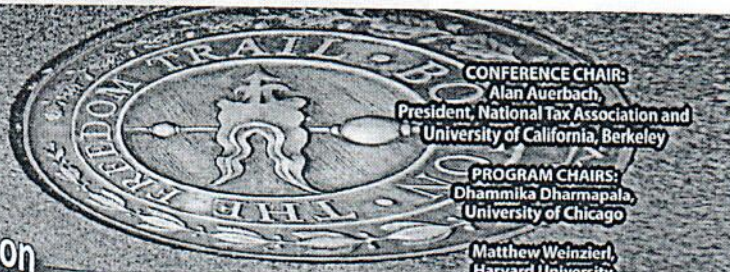
date	reference	description	amount
9/30/2015	575634	GUEST ROOM	\$109.00
9/30/2015	575634	HOTEL OCCUPANCY TAX	\$5.45
9/30/2015	575634	STATE TAX	\$7.63
10/1/2015	575817	GUEST ROOM	\$109.00
10/1/2015	575817	HOTEL OCCUPANCY TAX	\$5.45
10/1/2015	575817	STATE TAX	\$7.63
10/2/2015	575992	GUEST ROOM	\$109.00
10/2/2015	575992	HOTEL OCCUPANCY TAX	\$5.45
10/2/2015	575992	STATE TAX	\$7.63
10/3/2015	576153	GUEST ROOM	\$109.00
10/3/2015	576153	HOTEL OCCUPANCY TAX	\$5.45
10/3/2015	576153	STATE TAX	\$7.63
10/4/2015	576226	AX *1096	(\$488.32)
		BALANCE	\$0.00
EXPENSE REPORT SUMMARY			
		9/30/2015 10/1/2015 10/2/2015 10/3/2015	
ROOM AND TAX		\$122.08 \$122.08 \$122.08 \$122.08	
DAILY TOTAL		\$122.08 \$122.08 \$122.08 \$122.08	
EXPENSE REPORT SUMMARY			
		STAY TOTAL	
ROOM AND TAX		\$488.32	
DAILY TOTAL		\$488.32	

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thanks.

account no. AX *1096	date of charge 10/4/2015	folio/check no. 174380 A
card member name [REDACTED]	authorization 146795	initial
establishment no. and location establishment agrees to transmit to card holder for payment	purchases & services	
	taxes	
	tips & misc.	
signature of card member X	total amount	-488.32





REGISTRATION — DARTMOUTH/EXETER FOYER (MEZZANINE)

Wednesday, November 18 3:00 PM - 7:00 PM Thursday, November 19 7:30 AM - 5:00 PM Friday, November 20 8:00 AM - 3:00 PM

PROGRAM AT A GLANCE

THURSDAY, NOVEMBER 19

CONCURRENT SESSIONS 8:30 - 10:00 AM

Fiscal Policy Analytics of Tax Wedge Reduction, Financial Transactions Tax and Tax Treaty Shopping

Housing Markets during the Recent Boom/Bust Cycle: Implications for Labor Outcome and Public Finance

Local Taxation and Urban Form: Research from Lincoln Institute of Land Policy Scholars

Responsiveness of Charitable Giving to Internal and External Factors

Business Taxation and Big Data

Topics in Business Taxation

Elasticity of Taxable Income #1

Local Fiscal Policy: Rules and Effects

Macroeconomic Policy and Tax Policy Interactions

Topics in Business Taxation

☉ COFFEE BREAK 10:00 - 10:15 AM

CONCURRENT SESSIONS 10:15 - 11:45 AM

The Impact of Economic, Housing Market, and Demographic Changes on State and Local Government Finance

Charitable Giving of High-Income Households

Inside Corporate Structure and Decision Making

Macroeconomic Modeling of Tax Policy

Tax Enforcement Policy in Practice

Tax Incentives, Frictions, and Inattention

Governance and Taxes

New Perspectives on the Taxation of Shareholders

Taxation in Developing Countries

New Perspectives on Optimal Tax Policy #1

☉ LUNCHEON NOON - 1:30 PM

Speaker: James Poterba, Mitsui Professor of Economics at MIT and President and Chief Executive Officer, National Bureau of Economic Research (NBER)

CONCURRENT SESSIONS 1:45 - 3:15 PM

State Government Policy and Entrepreneurship

Property Taxes and Property Values

Taxation and Social Policy

International Profit-Shifting and Organization Planning

Corporate Tax Evasion in Latin America

Incidence of Firm Taxes

New Perspectives on Optimal Tax Policy #2

Elasticity of Taxable Income #2

Taxation and Household Labor Supply

Tax Preferred Retirement Savings Accounts

☉ COFFEE BREAK 3:15 - 3:30 PM

CONCURRENT SESSIONS 3:30 - 5:00 PM

Fiscal Federalism and Fiscal Competition

Sales Taxes

Building Tax Enforcement Capacity

Firm Taxation and Investment

Taxation, Consumption, and Household Expenditures

Taxes, Wages, and Work at Low Incomes

The Law and Macroeconomics of Fiscal Policy

New Approaches to Environmental Energy Policy

International Taxation, Lockout, and Jurisdictional Competition

Frontiers of Public Finance: 2015 NTA Outstanding Doctoral Dissertation Award Winners

GENERAL SESSION 5:00 - 6:00 PM

ANNUAL MEETING OF THE NATIONAL TAX ASSOCIATION

PRESIDENTIAL ADDRESS, Alan Auerbach, University of California, Berkeley

PRESENTATION OF AWARDS: DISSERTATION AWARD, RICHARD MUSGRAVE PRIZE and REFEREE OF THE YEAR AWARD

☉ RECEPTION 6:15 - 7:15 PM

In Honor of John Mikesell, 2015 Steven D. Gold Award Recipient

FRIDAY, NOVEMBER 20

CONCURRENT SESSIONS 8:30 - 10:00 AM

Local Responses to Taxes

The Effects of Health Care Coverage

Tax Law and Tax Policy

Foreign Cash and Earnings

Clean Energy Tax Policy

International Corporate Tax Policy

U.S. Wealth Inequality Measurement

State Business Taxation

New Perspectives on Optimal Tax Policy #3

Design of the EITC

☉ COFFEE BREAK 10:00 - 10:15 AM

CONCURRENT SESSIONS 10:15 - 11:45 AM

Local Public Finance

Law and Economics of Tax Rules

Fiscal Rules, Transparency, and Accountability

Policymaking in the Face of Uncertainty

Measuring Inequality

Topics in School Finance

Problems with Pools: Cross-Subsidies, Universal Service, and Political Economy

New Evidence on Tax Policy from Administrative Data

Tax Compliance

NTA: The Next Generation

☉ LUNCHEON NOON - 1:30 PM

Speaker: Martin Feldstein, George F. Baker Professor of Economics at Harvard University and President Emeritus, NBER

GENERAL SESSION 1:45 - 3:15 PM

The Future of Using Administrative Data for Research (Panel Discussion)

☉ COFFEE BREAK 3:15 - 3:30 PM

GENERAL SESSION 3:30 - 5:00 PM

In Honor of William D. Andrews, Eli Goldston Professor of Law, Emeritus, Harvard Law School, 2015 Holland Award Recipient

☉ RECEPTION - 5:15 - 6:15 PM

In Honor of William D. Andrews, Eli Goldston Professor of Law, Emeritus, Harvard Law School, 2015 Holland Award Recipient

SATURDAY, NOVEMBER 21

CONCURRENT SESSIONS 8:30 - 10:00 AM

Local Public Finance Abroad

Medicare Policy

Tax Policy with "Behavioral" Agents: Theory and Evidence

Fiscal Federalism, Multilateralism, and Tax Law Design

International Tax Policy, Reform, and Innovation

Government Influence through Direct Participation

Tax Forms, Publications, and Compliance

Social Insurance

Effects of Education Finance Policies: New Evidence from Administrative Data

Accounting Research and Political Economy

☉ COFFEE BREAK 10:00 - 10:15 AM

CONCURRENT SESSIONS 10:15 - 11:45 AM

Volatility

Income Responses to Health Coverage

Assessing the Affordable Care Act: A Roundtable Discussion of Lessons from and for Public Finance

Attitudes toward Tax Payment and Policy

International Tax Planning

Higher Education

Social Security

Local and Individual Responses to Federal Subsidies

Taxation, Work, and Families

Tax Avoidance and Tax Risk

☉ LUNCHEON NOON - 12:45 PM

1:00 - 2:30 PM Short Course: Health Care, Katherine Baicker, Harvard University