TRAVEL EXPENSE CLAIM (TEC)

SONOMA STATE UNIVERSITY

FOR TRAVEL DATES BEGINNING 1/01/2023

EMPL/SSU/STUDENT ID	CLAIMANT'S NAME	TRAVELER TYPE
TITLE/POSITION	HEADQUARTERS ADDRESS	
DEPARTMENT	CLAIMANT'S EMAIL	PO#

TRAVEL EXPENSES [1] (RECEIPTS REQUIRED FOR EXPENSES OF $75 OR MORE. RECEIPTS REQUIRED FOR ALL HOSPITALITY)

EXPENSES (out-of-pocket)

[2] Date	Time	Location [3] where expenses occured (city, state). For mileage, full street address and map	Lodging[4]	Meals[5] Breakfast	Lunch	Dinner	Incidentals [6]	Cost of Trans[7]	Type Used [8]	Taxi/ Tolls/ Parking[9]	Private Car Use[10] Miles	Rate	Amount	Business Expenses [11]	Total
												.655			
												.655			
												.655			
												.655			
												.655			
												.655			
												.655			
												.655			
Total cost of trip:															

DIRECT PAYMENTS (paid by university)

Form of payment	Lodging	Meals Breakfast	Lunch	Dinner	Incidentals	Airfare	Rental Car/Fuel	Taxi/ Tolls/ Parking	Business Expenses Reg Fee	Baggage	Internet	Other	Total
P-card -attach Use of ProCard form[12]													
EREQ/PO[13]													
Total of Direct Bill Payments:													

ACCOUNT[14] FUND DEPT ID PROGRAM CLASS PROJECT AMOUNT	
	TOTAL COST OF TRIP[15]:
	MINUS TRAVEL ADVANCE[16]:
	TOTAL TO BE ISSUED TO TRAVELER:

BUSINESS PURPOSE[17]:

By signing below, **I HEREBY CERTIFY** that: the above is a true statement of the actual travel expenses incurred in accordance with the applicable California State University (CSU) Policy and Procedures, that all items shown were for the official business of The CSU and its auxiliaries, the above travel was pre-approved if required by the CSU Travel Policy and Procedures, and acknowledge that the CSU Travel Policy prohibits duplicate payment for a cost that was directly billed to and paid by the University. A travel certification form is attached.

SIGNATURE OF TRAVELER	DATE

By signing below, **I HEREBY CERTIFY** that: I have authorization to approve travel for University business, the above travel is in accordance with CSU Travel Policy and Procedures, and is necessary for conducting business on behalf of the University, expenses requested have been reviewed in accordance with CSU Travel Policy and Procedures and are reasonable, appropriate, necessary, and supported by a business purpose or justification, as applicable, and that the above travel was pre-approved if required by the CSU Travel Policy and Procedures.

NAME OF COST OBJECT APPROVER WITH DOA	SIGNATURE OF COST OBJECT APPROVER	DATE
NAME OF APPROVING OFFICIAL	SIGNATURE OF APPROVING OFFICIAL	DATE

TRAVEL EXPENSE CLAIM

INSTRUCTIONS

- Travel Expense Claims are to be submitted to Accounts Payable within 60 days of the end of a trip. Late claims must include an exception approval from the AVP of Financial Services. When requesting the exception, provide the reason(s) for late submission.

- Receipts and other documents which are required in support of various expenses must be arranged in chronological order and attached to the claim. Each receipt must be itemized and show the date, cost, and description of the expense.

- Please **do not** attach receipts for anything under $75. Exception: all hospitality on travel status requires itemized receipts and hospitality form.

- When attending a conference or meeting, an agenda or schedule must be attached. Please do not include link. Links become inactive and information is not available relevant to business trip.

- Signature of traveler, cost object approver/DOA, and approving official must all be wet signatures.

COLUMN ENTRIES

(1)   EXPENSES: Enter ALL expenses, whether paid personally (out-of-pocket), by EREQ/PO/Accounts Payable, or p-card. Use relevant sections to record expense.

(2)   DATE/TIME: Enter dates chronologically and use only one row per travel date. One claim form per travel trip. Exception mileage only. Enter departure/return times.

(3)   LOCATION: Where expense was incurred
(full location name of city/state). For mileage, a full street address is required and maps to validate claimed mile.

(4)   LODGING: Enter the actual cost of DAILY lodging, including taxes and fees. The current CSU maximum rate for United States travel, including Alaska, Hawaii, and US possessions is $275 per night, excluding taxes. If your trip included an overnight stay but you did not get a hotel, an explanation must be provided in the "Comments" box. An itemized receipt is required.

(5)   MEALS: Meal expense must be submitted at ACTUAL cost up to $55/day (no per diem) inclusive of tips (max tip up to 20% max) if travel is within the contiguous U.S. and is less than 30 days. Meals covered by the conference or event will not be reimbursement. For more information on meals, included meals allowed when traveling less than 24 hours with no overnight stay, visit https://finance.sonoma.edu/accounts-payable/travel/faq. Please be advised, if traveling less than 24 hours with no overnight stay, you must provide departure and arrival times to and from the destination in Business Purpose section.

(6)   INCIDENTALS: Enter the ACTUAL cost of incidentals (tips/fees given to baggage carriers, bellhops, hotel housekeepers) not to exceed the maximum authorized amount of $7 per day, if travel is within the contiguous U.S. Incidental expenses can only be claimed if travel includes an overnight sate at a hotel. Refer to CSU Travel policy.

(7)   AIRFARE: Enter cost of airfare or other appropriate transportation cost.

(8)   TYPE USED: Enter the abbreviation for the method of transportation using the dropdown function. If multiple methods used the same date, include details in the Business Purpose section.

(9)   TAXI/TOLLS/PARKING: Enter actual charges. Cost must be reasonable. SSU parking is not reimbursable. Fines or tickets are not reimbursable.

(10)   PRIVATE CAR USE: Enter number of miles traveled using privately owned automobiles as authorized by current agreements, regulations and detailed in CSU travel policy.

(11)   BUSINESS EXPENSES: Enter any other business expenses such as baggage fees, internet charges, and registration fees. Provide explanation of why expense is being claimed in the Business Purpose section.

(12)   P-CARD: If a ProCard is used to pay for a Conference/Meeting Registration fee and/or local Enterprise Rental expenses, enter actual expenses in appropriate box. A copy of the "Use of ProCard on University Travel Expenses" form is required with travel claim along with any required back-up documentation attached to claim to substantiate the expense. NOTE: The CSU Travel Policy prohibits duplicate payment for a cost that was directly billed to and paid by the University.

(13)   EREQ/PO or Direct Bill: Enter all travel expenses paid through EREQ/PO/Accounts Payable not charged to the traveler (DoubleTree, Oxford Suites, etc.)

(14)   ACCOUNT: Enter the account from the dropdown function, select appropriate business unit, and other department chartfields to charge travel expenses.

(15)   ADVANCE RECEIVED: If you received a Travel Advance, enter amount here.

(16)   MAXIMUM REIMBURSEMENT ALLOWED: If funding restrictions, enter the maximum allowable reimbursement amount. The amount entered in this field must match the amount in the chartfields provided to charge the travel expenses.

(17)   BUSINESS PURPOSE: Enter a brief statement of the purpose of the trip. Business expense detail is required; enter other details or remarks for expenses, if necessary.