



Use of ProCard for University Travel Expenses Form

(Conference/Meeting Registration fee and Local Enterprise Rental Car only)

Accounts Payable
Salazar Hall 2050
Email:
apinvoice@sonoma.edu

I hereby certify that the following travel expense(s) were paid by a University-issued ProCard credit card and I will not seek travel reimbursement now or in the future for the expense(s):

Conference/Meeting Registration Fee

Amount Paid \$: (A conference/meeting agenda must be included with the Travel Expense Claim; **Note:** Meals included as part of the conference/meeting registration fee can't be claimed individually on the Travel Expense Claim)

Local Enterprise Rental Car

Amount Paid \$: (A copy of the rental invoice must be included with the Travel Expense Claim)

Traveler's Name: Department Name:

Name of ProCard Holder:

Date(s) of Trip: Destination:

I certify that the above noted travel expenses were pre-approved if required by the CSU Travel Policy, and that all expenses were for the official business of the University. I acknowledge that the CSU Travel Policy prohibits duplicate payment for a cost that was directly billed to and paid by the University. I will properly submit a Travel Expense Claim* form to document ALL expenses including the above items within 10 days after completion of travel if an advance has been issued or 60 days after completion of travel if an advance has not been issued.

Traveler's Signature: _____ Date: Extension:

ProCard Holder's Signature: _____ Date: Extension: _____

*If travel reimbursement will not result from the above noted trip, i.e. no additional expenses will be submitted for reimbursement, a Travel Expense Claim will not be required.