

TRAVEL REQUEST INSTRUCTIONS

Each employee traveling must have his/her own Travel Request. The Travel Request authorizes employee time away from the campus and establishes that the employee is working, and in case of an accident, it is on file for insurance purposes. *Individuals traveling for official University Business that have not submitted the proper paperwork may not be covered by University Insurance Policies. Therefore, the individual will be traveling at their own risk.*

The Travel Request should be kept within in each department/area. A custodian for each department/area is responsible for keeping the travel request on file.

Travel Advances

Cash Advances are not usually allowed. However, Financial Services will make every effort to accommodate a traveler on a case by case basis. The alternatives available are as follows:

- American Express Government Card – All employees are encouraged to apply for an American Express Government Card. By using this card, it allows the traveler to obtain the state contracted rates for their business travel. The card is issued to the individual and the bill is sent to the individual's home address. The balance of the card is the responsibility of the individual. Reimbursement for travel is guaranteed to be paid within 10 business days after receipt of a properly completed travel claim.
- The University can pay for all travel arrangements prior to a trip if Financial Services is notified at least 10 days before departure. Travel arrangements include, hotel, airfare, rental car, etc.
- Vendors may opt to direct bill the University.

Following are tab by tab instructions for proper completion of the Travel Request. See [CSU Travel Regulations](#) for more detailed information.

1. Funding Source: State, Foundation, USU or ASI
Enter the appropriate funding source of the request
2. TR Number: Txxx0001
This number will be the same as the requisition numbering sequence, except that a T will precede the three letters. i.e.: TCOM0001
3. Date
Date defaults to the date the form is opened.
4. Name
- 4-a. Enter Last Name of traveler
- 4-b. Enter First Name of traveler
5. Phone Extension

Enter phone extension of person filling out the form.

6. Title
Enter Position Title of traveler
7. Department Name
Enter Department name of traveler
8. Request Type – select one of the following
 - 8-a Single Trip
 - 8-b Blanket
 - 8-c Supervise Student Teachers (Reserved for Teacher Education Department)
 - 8-a Single Trip (when selected)
 - Check the box if the trip includes out of state travel.
 - Departure date
 - Departure hour (will default to military time)
 - Return date
 - Return hour (will default to military time)
 - Destination/Purpose: Enter city and state of destination. Enter country if travel is foreign. Include the full name of the meeting and name of organization sponsoring the meeting.
 - Name(s) of other person (s) accompanying you in the same car (if more space is needed, attach separate list)
 - Name(s) of other Person (s) attending the same meeting (if more space is needed, attach separate list)

NOTE: If a staff/faculty person is accompanied by California State University Stanislaus student(s) (e.g. a field trip), provide a list the student names. The student participants do not need travel requests unless they are driving, but they need to complete liability waivers (University Risk Manager, ext. 3245).
 - 8-b Blanket Request (when selected)

Blanket Request: For private, state or rental car use in the neighboring six-county area: Stanislaus, San Joaquin, Calaveras, Merced, Tuolumne and Mariposa counties.

 - Fiscal Year: example 10/11
 - May cover numerous trips over a period of time up to 12 months within the same fiscal year. This is where you would specify which months the blanket request is to cover.
 - Destination/Purpose: Travel in the six county areas (unless this pertains to Recruitment through Student Outreach or Athletics which can be the entire state of California).

- 8-c Supervise Student Teachers (for Teacher Education use only)
- Use Teacher Education Department
 - Use extension of person to contact
 - Title (Faculty Listing)
 - Department (Teacher Education)
 - Fiscal Year
 - From beginning month
 - Ending Month
 - Destination/Purpose: Supervise Student Teachers (a tab will pop up at the bottom of the worksheet; the form is filled out at the beginning of the year by the department secretary; then each teacher signs and indicates if a Form 261 is on file along with clearance for Defensive Driving.)
- NOTE: Only one travel request is needed for the time period specified.**

TRANSPORTATION INFORMATION

9. If you will be using a rental, department-owned, or private vehicle, check the appropriate box (s).
10. Unless the transportation is public (e.g. taxi, shuttle), enter name of driver or alternate driver. Driver's name will default to requestor's name but can be changed if requestor is not driving.
11. Alternate Driver name
12. **Signature of Driver or Alternate** is required.
The driver's signature is required on their own request only. However, even if traveler is not driving, they should sign in case of an emergency.

ESTIMATED EXPENSES

Expenses should be estimated as accurately as possible so that the responsible department head can determine if sufficient funds are available.

13. **Miles**
Enter estimated round trip miles using private car. When an employee is authorized by an appropriate administrator to operate a privately owned vehicle, the employee may claim fifty five (50) cents per mile. The [mileage chart](#) shows miles **one way from Turlock** to the most commonly used destinations. The amount defaults after the number of miles is entered.
14. **Public Transport:**

Enter airfare, rail or bus fares, and taxi or shuttle fares.

15. **Meal Allowance**

For each complete 24 hour period, the following reimbursement rates are allowed by the State of California:

Breakfast	\$ 10.00
Lunch	\$ 20.00
Dinner	\$ 25.00
Incidentals*	\$7.00

* For every full 24 hours you are away from the University you may claim a \$7 incidentals fee. The maximum meal allowance is \$55 if a meal you are claiming is over \$25 you will need a receipt showing what you ate and drank. If not provided charges will be denied.

16. **Registration Fees**

Enter the amount for the registration fee.

The P-Card is the preferred method of payment for registration fees. However, it cannot be used for any other travel expenses. Check "Paid with P-card" if you paid the registration fees with a P-card and this amount will automatically be excluded from the Total Expenses amount.

Check "Mail Direct" if you wish the Travel Desk to process and pay. Indicate the registration deadline date. Fax the completed registration form and the Travel Request to Eleanor Carpenter at X3076, if a check payable to the conference is needed.

Does not check either box if traveler pays the registration fees with a personal check or credit card.

17. **Lodging**

List actual rates. When incurring hotel expenses, be sure to carry a blank [Hotel/Motel Transient Occupancy Tax Waiver](#) form. This form can be used at most in-state hotels and motels to exempt the traveler from paying hotel transient occupancy tax. Please note that there are some localities which refuse this form. If the form is refused, the employee must pay the tax. By using this form, lodging costs while traveling in the State of California can be reduced substantially.

18. **Car Rental** When using Enterprise you may use the DB30S05 password CSU to bill the campus. If renting the car on the Connexus web site you

will be required to use your preferred credit card for payment.

Total Expenses

The expenses listed in Line 13-18 totals automatically. If this is a blanket request, you may estimate the mileage expenditures for the period of time specified. A blanket request may also be a zero dollar amount (for insurance purposes only).

20. **Funding**

Designate the chart field string to which expenses should be charged.

The Account will default on the form as follows:

In-State Travel Expenses	606001
Out-Of-State Travel Expenses	606002
Registration fee	606808

21. Primary Funding Approval (Mandatory)

The individual who has signature authority on the funding source must sign to approve the funding. ***This box must be completed if there is a maximum allowable expenditure for this travel.** This is taking the place of the NTE amount box.

REQUIRED SIGNATURES

23. The traveler's supervisor's, Department Chair or Dean signature is required. They are responsible for approving the employee's use of his/her private car on state business and ensuring the employee has completed an "[Authorization To Use Privately Owned Vehicle On State Business](#)" form (Std. 261). The form is retained by the supervisor and is valid for a period not to exceed one year.

- If a state fund is over \$500 the President or Vice President signature is also required.

24. Out of state travel also may require the President's or his designee's signature.

Alternate Funding Approval If the expense is to be charged to an account other than the department account, the department head providing alternate funding must sign and date the request where indicated.

The Travel Request is only a request to travel. It is not a claim for reimbursement of travel expense; however the completed request must accompany the travel claim when submitting for reimbursement. Expenses against this Travel Request must be claimed on Standard form 262 **Travel**

Expenses Claim, within 30 days after the incurred expenses. If a claim for reimbursement is not turned in within the 30 days a written statement of justification must be attached with a signature of approving official for said account). You are strongly encouraged to sign up for Direct Deposit which will electronically transfer your travel reimbursement to your personal checking account (See travel web site for Direct Deposit Authorization form).

HELP

For assistance/inquiries relating to the California State University Stanislaus travel process please contact: Eleanor Carpenter at ext. 3983 for all Travel questions.

MILEAGE ONE WAY TRIPS

Destination:	Miles:	Destination:	Miles:
Anaheim	330	Oakland	101
Angels Camp	72	Palm Springs	420
Arcata	396	Palo Alto	113
Asilomar	115	Pasadena	300
Atwater	18	Paso Robles	181
Bakersfield	184	Patterson	16
Ballico	11	Pleasanton	54
Belmont	100	Pomona	325
Berkeley	105	Porterville	150
Bodega Bay	180	Redlands	365
Burlingame	100	Redwood City	103
Campbell	100	Ripon	23
Carson	360	Riverbank	20
Ceres	9	Rohnert Park	154
Chico	179	Sacramento	85
Davis	99	Salida	19
Delano	156	Monterey	118
Del Puerto	40	Moss Landing	105
Delhi	6	Newman	22
Denair	5	Northridge	300
Empire	11	Novato	140
Escalon	24	Oakdale	19
Eureka	396	San Jose	95
Fremont	75	San Juan Bautista	95
Fresno	79	San Leandro	87
Fullerton	327	San Luis Obispo	205
Gustine	23	San Mateo	95
Hayward	80	Santa Ana	335
Hilmar	6	Santa Barbara	362
Hollywood	297	Santa Clara	93
Chowchilla	41	Santa Cruz	126

Columbia	59	Santa Rosa	160
Concord	90	Saratoga	108
Corona	375	Sausalito	114
Crows Landing	17	Sonoma	154
La Grange	32	Sonora	55
Lake Tahoe	185	Squaw Valley	190
Livermore	53	Salinas	111
Livingston	11	San Andreas	85
Lodi	50	San Bernardino	352
Long Beach	320	San Carlos	100
Los Angeles	297	San Diego	417
Los Banos	30	San Francisco	110
Los Gatos	115	St. Helena	150
Madera	58	Stanford	113
Marin	120	Stockton	46
Mariposa	62	Sunnyvale	110
Martinez	115	Tracy	39
Menlo Park	140	Truckee	172
Merced	24	Tulare	125
Modesto	13	Twain Harte	65
Hughson	7	Vallejo	130
Irvine	345	Ventura	300
Jackson	95	Visalia	120
Keyes	5	Whittier	320
		Yosemite	104
Out of State:			
Arizona	Tucson	850	
Idaho	Sun Valley	773	
Nevada	Las Vegas	485	
	Reno	215	
Washington	Seattle	950	
Oregon	Ashland	400	
	Eugene	545	
	Portland	670	
Utah	Salt Lake City	750	

*Remember you may claim mileage to and from your destination. If extra mileage is claim be sure and justify why recruitment to different schools, spoke to different donors etc.

Student Travel

Student driving or traveling on behalf of the University need to submit a Travel Request to the appropriate department custodian at least ten days prior to their departure. The Travel Request is important for insurance purposes.

A blanket travel request may be submitted if the travel is not specific to a certain trip...e.g. errands, transporting visitors, etc. Blanket travel is limited to mileage in

the immediate six county areas.

The existing University rates/policies apply (for example, if the student is driving personal or rental vehicle, a Defensive Driving class or waiver and, if personal car is driven, an "Authorization To Use Privately Owned Vehicle On State Business" form Std. 261). Both are required if traveling on official University business. See also CSU Travel Regulation manual.

A Travel Request is only a request to travel. It is not a claim for reimbursement of travel expenses. Expenses against the travel request need to be submitted and claimed on a Travel Expense Claim form within 30 days after the trip is completed.

Students traveling as part of a group and not driving must complete a liability waiver form not a travel request. Forms can be obtained from the University Risk Manager, ext. 3245.

Students who are not employees of the university would be considered a volunteer for the university and would follow the instructions below for Non-Employee (Volunteer) Travel.

Non-Employee (Volunteer) Travel

Non-Employees driving or traveling on behalf of the University need to submit a Travel Request to the appropriate department custodian at least ten days prior to their departure. The Travel Request is important for insurance purposes. Non-employees must also complete a "Volunteer Employee" form. Please see Human Resources web site to obtain this form.

A blanket travel request may be submitted if the travel is not specific to a certain trip...e.g. errands, transporting visitors, etc. Blanket travel is limited to mileage in the immediate six county areas.

The existing University rates/policies apply (for example, if the volunteer is driving a personal or rental vehicle, they must obtain a Defensive Driving waiver this can be obtained by contacting Kellie Marshall @ 3572. If driving their personal vehicle an "Authorization To Use Privately Owned Vehicle On State Business" form Std. 261 must be signed and kept on file in the department who is requiring you to travel.

A Travel Request is only a request to travel. It is not a claim for reimbursement of travel expenses. Expenses against the travel request need to be submitted and claimed on a Travel Expense Claim form within 30 days after the trip is completed.