



## TRAVEL – Business Financial Services

### Submission of Forms

#### Prior to Trip:

##### **Request for Travel Form and the Breakdown of Expenses Spreadsheet to Business Financial Services**

- a. Submit the approved Request for Travel and Breakdown of Expenses (Advances - two weeks prior to trip)
- b. International Travel: submit approved Request for Travel and Breakdown of Expenses two months prior to trip

Advances consist of: Registration Fees, Prepaid Expenses, Airfare, Hotel, CPO (Cash Posting Order) and Rental Car.

##### **International Travel Questionnaire for High Hazard Area**

- a. Complete form and send it along with a copy the approved Request for Travel and Breakdown of Expenses Spreadsheet
- b. Dean's Office will forward the form to the Provost for approval
- c. Provost Office will forward form to the President's Office
- d. President's Office will return form to the Provost Office

##### **Lodging Exception for \$275.00 maximum excluding taxes**

- a. Complete form and send it along with a copy of the approved Request for Travel and Breakdown of Expenses Spreadsheet
- b. Vice President Office needs to forward the form to Lisa Chavez for authorization
- c. VPA & CFO will forward the form to Business Financial Services

#### Trip Completed:

##### **Travel Expense Claim**

- a. Must be submitted to the campus Business Financial services office within 30 days of the end of the trip.
- b. Receipts and supporting documentation
- c. Travel Check List

Description	Dates	Dates	Dates	Dates	Dates	Total
Registration/business expense						
Hotel/lodging (Max. \$275.00 before taxes)						
Airfare/transportation						
Meals up to \$55.00 with overnight stay						
Incidentals (up to \$7.00)						
Mileage (54 cents per mile)						
Rental Car/Taxi/ <b>Shuttle</b> /transportation						
Gas/business expense						
Phone/Fax/business expense						
Parking						
Relocation/Moving Expense						
Totals						
Traveler:						
Purpose:						
Shuttle:						



# Business Financial Services

## I. GENERAL INFORMATION:

SHADED AREAS FOR ACCOUNTING USE ONLY

Last Name, First Name			Initials	Employee ID#	
Department	Ext.	Destination of Trip (City\State\Country (Intl Travel))			
Departure to Destination	Date	Time	Return from Destination	Date	Time
Emergency Contact Emergency Phone Number/Email Home/Remit Address					

### Personnel Classification/Type of Travel

(Check one box in each column):

Employee Category

Type of Travel

- |   |                       |   |  |
|---|-----------------------|---|--|
| A | Instructional Faculty | A | Intra-State Travel                                       |
| B | Chair/Director        | B | Intra-State Travel (professional development)            |
| C | Other                 | C | Out-of-State Travel (essential to the normal operations) |
| D | Administration        | D | Out-of-State Travel (professional meeting, association)  |
| E | Staff                 | E | Out-of-State Travel (recruitment)                        |
| F | Student               | F | Out-of-State Travel (professional development)           |
|   |                       | G | Moving/Relocation  |

## II. FINANCIAL INFORMATION

Account	Fund-Department-Program-Project	Amount

\*\* Total Request

\*\* Total Request should include all expenses. In the event expenses are more than original request, please submit a memo from department to increase amount along with travel claim.

Signature of Traveling Requestor	Date	Signature of Authorized Personnel	Date
International Approval:			
Vice President	Date	President	Date
Per Administrative Procedure 208, approval is required when reimbursement for moving and relocation expenses exceeds \$5,000/\$10,000.			
Vice President	Date	Vice President for Administration and CFO	Date

## III. REQUEST FOR TRAVEL ADVANCE

TO: Business Financial Services: Please issue me a travel advance check in the amount of :

Name of Company	Amount	for the above trip.	Date
Authorization by Employee:	I need the advance by:		
This is to authorize the University to deduct from my paycheck any outstanding travel advance after 30 calendar days from return of trip.		Signature of Employee Requesting Advance	
Date:			

Form Prepared By:	Purpose of Trip:
-------------------	------------------

Forms Required:

- Form 204
- Breakdown of Expenses
- Form 262
- Form 261
- Other

Revised: January 2016

Remarks:

Advance Check Information	Number	Date	\$ Amount