



Travel Authorization

☒ Employee ☐ Student Assistant ☐ Volunteer

Phone

Date: 07/27/2016

Prepared by & Ext. (if other than the traveler):

Select Travel Type: ☒ Contiguous US (Domestic) ☐ Alaska/Hawaii/US Territories ☐ International ☐ International Group ☐ SRI Group

Travel Departure Date: gshgsh Business Purpose:

Travel Return Date: Travel Details:

Will any personal days be taken during this travel? ☐ Yes ☐ No Dates/Detail:

Does the traveler have a completed [CA STD 261](#) for the current year? (Dept. retains originals, email copy to Risk Management each yr.) ☐ Yes ☐ No

Approved Travel Methods & Estimated Expenses:

Campus Accounts: Travel expenses can be prepaid through campus accounts. Registration prepayment: CI Check Request or Pro Card.
Flights - [CI TRAVEL STORE](#) (CIT# needed), Rental Car - [Enterprise, National, Zip Car](#) (Use of Contracted vendors required for Rental Cars)
Local Shuttle - [RoadRunner Shuttle](#), Boat to SRI - [Island Packers](#) (CIT# needed)

Travel Method Costs	Amount
Airfare Cost ("Coach Class")	
Rental Car Cost	
Shuttle Cost	
Mileage, Round Trip (in miles)	
Registration/Training Fee Cost	
Misc./Other Cost-Tolls, Parking, etc.	

	Per Night *	Nights Stayed	Total Lodging
Lodging			

*Before Taxes or Fees.

[CA STD 236 Hotel Tax Exempt Form](#)

DOMESTIC TRAVEL METHODS	STANDARD	EMERGENCY	CHARTER
Travel Range Maximum (calculated) -			
Number of meals provided/removed -			
Total number of meals for travel -			
ESTIMATED Meal Reimbursement-			

This is an ESTIMATE calculated for convenience

No meals will be calculated for same day travel since they are taxable as income. Account for any meals provided as part of registration/ event fees or personal days in "meals provided/removed" section as they must be subtracted from reimbursement. Please attach agenda on request to verify provided meals. Original Itemized receipts will be needed for travel reimbursement upon return.

Comments / Supervisor Restrictions:

Estimated Trip Cost :

"Not to Exceed" budget restriction (if applicable):

Total Trip Cost with "not to exceed" applied:

Source of Funding:

Account	Fund	Department	Program	Class	Project	Amount

I HEREBY CERTIFY the above travel is necessary to conduct official business on behalf of CSU Channel Islands and agree to submit my Travel Expense claim within 30 days from the return date. In driving a vehicle for official state business I have complied with all policies regarding driving on University business and have completed defensive driving training. APPROVAL: I am authorized to approve this travel authorization, as it serves a CI business purpose, and I certify that adequate funds are available.

Print Name of Approver

Approver's Signature

Date

Print Name of Approver

Approver's Signature

Date

Print Name of Approver

Approver's Signature

Date

Traveler's Signature

Date

Print Name of Approver

Approver's Signature

Date

Travel within the United States does not require the approval of the CI President.

Travel Authorization Instructions

The Travel Authorization form approves an employee or other traveler to make purchases on behalf of CSUCI prior to and during the travel period. In the case of employees it also documents that they are on official business for insurance purposes. The Travel Authorization documents that the traveler will be reimbursed for actual out-of-pocket expenses in compliance with the limits set by the CSUCI travel procedures or any additional restrictions set by the traveler's department. The Travel Authorization form is also required to obtain Channel Islands Travel (CIT) number in order to purchase items such as airline tickets through the CI Travel Store, Santa Rosa Island Travel, or rental cars through the campus travel agent. Contact Karina Cruz, Procurement Coordinator in Procurement for questions about the CIT.

The completed and approved Travel Authorization form will be attached to the Travel Expense Claim form on return of travel.

Completing The Travel Authorization Form

The Travel Authorization form is in PDF format and should be saved to a local drive to complete. All CI Accounting and Travel forms, policy and instructions can be found at: <http://www.csuci.edu/financial-services/forms-tutorials.htm>.

The Travel Authorization form should not be issued for non-employees and applicants. If the traveler is a volunteer who has not been reimbursed or paid by CSUCI before, the department must obtain a completed [CA STD 204 form](#) from the traveler. Please forward the completed CA STD to CI Procurement to have a supplier file created for the traveler, as no reimbursements can be made without a supplier file. CSUCI employees do not need to have a 204 form to be established in the supplier files.

Step by Step Instructions:

At the top of the form, select the appropriate box for the type of traveler. Select the date when the form was prepared. Fill in the name of the traveler as it appears on their State issued identification or driver's license. Provide the phone number of the traveler and the name and phone of the person who completed the authorization, if it is someone other than the traveler. Select the type of travel that will be occurring from the following: Contiguous US (Domestic), Alaska/Hawaii/US Territories, International, International with a Group, Santa Rosa Island with a Group. Select the dates of departure and return for the travel as well as the business purpose and any details about the destination that may be relevant. Please select if personal days will be taken during this travel, and if so, provide detail related to those days. For CI Faculty this means personal days taken on "Academic Work Days" per the [CI Payroll Calendar](#). Please review the notes on the type of campus direct billing or pre-payment options that are available. Enter the itemized costs of any airfare, rental car, shuttles, mileage claimed using personal vehicles, registration costs, parking, tolls, or any other miscellaneous costs associated with the travel.

Contiguous US (Domestic), Alaska/Hawaii/US Territories & Santa Rosa Island Travel:

Enter lodging costs at the per night rate before any applicable taxes or fees have been applied as well as the number of nights stayed. The total lodging costs before taxes or fees will automatically be calculated. If the lodging rate exceeds the maximum set by CI Travel Policy, a warning will appear and an exception will have to be requested prior to travel. Meals for Contiguous US (Domestic) travel will automatically be calculated based on the CI Procedure maximums for the total numbers of days in the travel. Any meals that are provided as part of a registration fee or would occur on personal days must be removed using the "number of meals provided/removed" section. The remaining allowable meal costs will automatically be calculated. No meals will be included in the estimate for same-day travel as they are reportable and taxable as income to the traveler. Travel to Santa Rosa Island requires a completed and approved Travel Authorization to be sent to procurement to issue a CIT number. The Travel Participant List will appear as page two (2) of this form as a convenience to help gather information for this type of travel. Meals and Incidentals for destinations in Alaska, Hawaii or a US Territory will be determined by the [US DTMO](#) per diem rate. If any business meals are anticipated in the travel, the traveler should refer to the CSU Hospitality Policy before travel. Travelers should attach a copy of the agenda as requested by the department.

International Travel:

Lodging, Meals and Incidentals for International destinations will be determined by the [US DTMO](#) per diem rate. If any business meals are anticipated in the travel, the traveler should refer to the CSU Hospitality Policy before travel. Travelers should attach a copy of the agenda as requested by the department. As a convenience, additional pages will appear as page two (2) and (3) three in this document to provide a travel participant list and the foreign travel insurance request form for Risk Management.

Enter any comments about the travel or restrictions placed by the department or supervisor. The estimated trip cost will be automatically calculated. If there are any budget restrictions on the travel, the maximum cost amount can be entered which will restrict the total trip cost automatically. Complete the source of funding information by providing the appropriate chart-fields. The following accounts should be used for travel and are provided in a drop-down list: 606001 (In-State Travel), 606002 (Out-of-State Travel) and 660009 (Registration/Workshop/Training/Conference Fees). If another account applies it may be manually entered.

Step by Step Instructions (cont.):

Travelers should sign and date the completed form attaching any necessary documentation and submit for appropriate approvals. Approved Travel Authorizations and documentation can be used to obtain a CIT number through Procurement and any lodging exceptions prior to travel that are authorized.

Approval Of The Travel Authorization Form

All Travel Authorization forms must be approved according to the CI Signature Delegation Authority and division requirements. Persons with designated signature authority cannot approve Travel Authorization forms for themselves or for people in superior positions. Departments may only approve travel allocated to departments and chartfields over which they have authority.

Employees planning to travel to foreign destinations must request and obtain approval from their campus President or Chief of Staff prior to making any travel arrangements. No exceptions will be made. International travelers should contact the campus Risk Management Office for guidance and insurance coverage at least thirty (30) days prior to departure. International travel to areas on the current State Department's Travel Warning list or those deemed high hazard risk requires advanced approval from the President ([RM2014-01](#)). The President must obtain advanced authorization from the CSU Chancellor for international travel to high hazard countries. Travel to international destinations considered a "War Risk" must be submitted to the Chancellor's office for approval after campus approvals are obtained.

It is the responsibility of the approving department to determine the necessity and reasonableness of the proposed travel and the estimated expenses. Departments can make additional restrictions on the reimbursement of travel expenses but they cannot make any adjustments that are less restrictive than the limits as set in the CSUCI Travel Procedures. A department may set a total trip expense reimbursement limit in the "Not to Exceed" budget restriction line on the Travel Authorization form.

Risk Management Considerations

Travelers are expected to comply with all CSU, State of California and CSU Channel Islands policies and procedures regarding driving on University business. Traveler signatures on Travel Authorizations certify compliance in advance of travel. When driving on University business additional requirements apply. All CI travelers who are not employees or volunteers must complete a [CI Release of Liability form](#) issued by CI Risk Management prior to travel. Travelers who drive a privately owned vehicle on official business must also have a current and approved [CA STD 261, Authorization to Use Privately Owned Vehicles](#), on file at the department level. The CA STD 261 should be renewed on an annual basis. A copy of the renewed CA STD 261 should be provided to Risk Management at the time of renewal.

In addition to the completed and approved Travel Authorization, some additional items will be requested from international travelers and international travel groups that will facilitate binding foreign travel insurance coverage as required by CSU and the CI Travel Procedure. These additional forms have been provided in this form automatically when the selections call for the types of travel Risk Management is concerned with. CSU and CI Travel Procedures require that international travelers contact campus Risk Management and provide relevant information prior to departure. For destinations that are considered a "War Risk" according to the US State Department, the CSU Chancellor's Office must additionally approve the travel and requires no less than thirty (30) days for review by the Chancellor's Office. Once Risk Management has completed the request for foreign travel insurance, an e-mail confirming coverage has been bound for the traveler(s) will be sent along with the Travel Assist cards that each participant must carry while traveling. If for any reason the travel is cancelled, please notify Risk Management as soon as possible.

Contact: Katharine Hullinger, Risk Manager. (805) 437-8846. katharine.hullinger@csuci.edu

Local Mileage Travel

For recurrent local business mileage the [Blanket Mileage Travel Authorization](#) form should be used instead of this Travel Authorization. The [Blanket Mileage Travel Authorization](#) form covers the traveler for six (6) month periods of mileage within Ventura, Santa Barbara and Los Angeles counties that does not involve subsistence (lodging, meals and/or incidental) expenses.

Contact Information

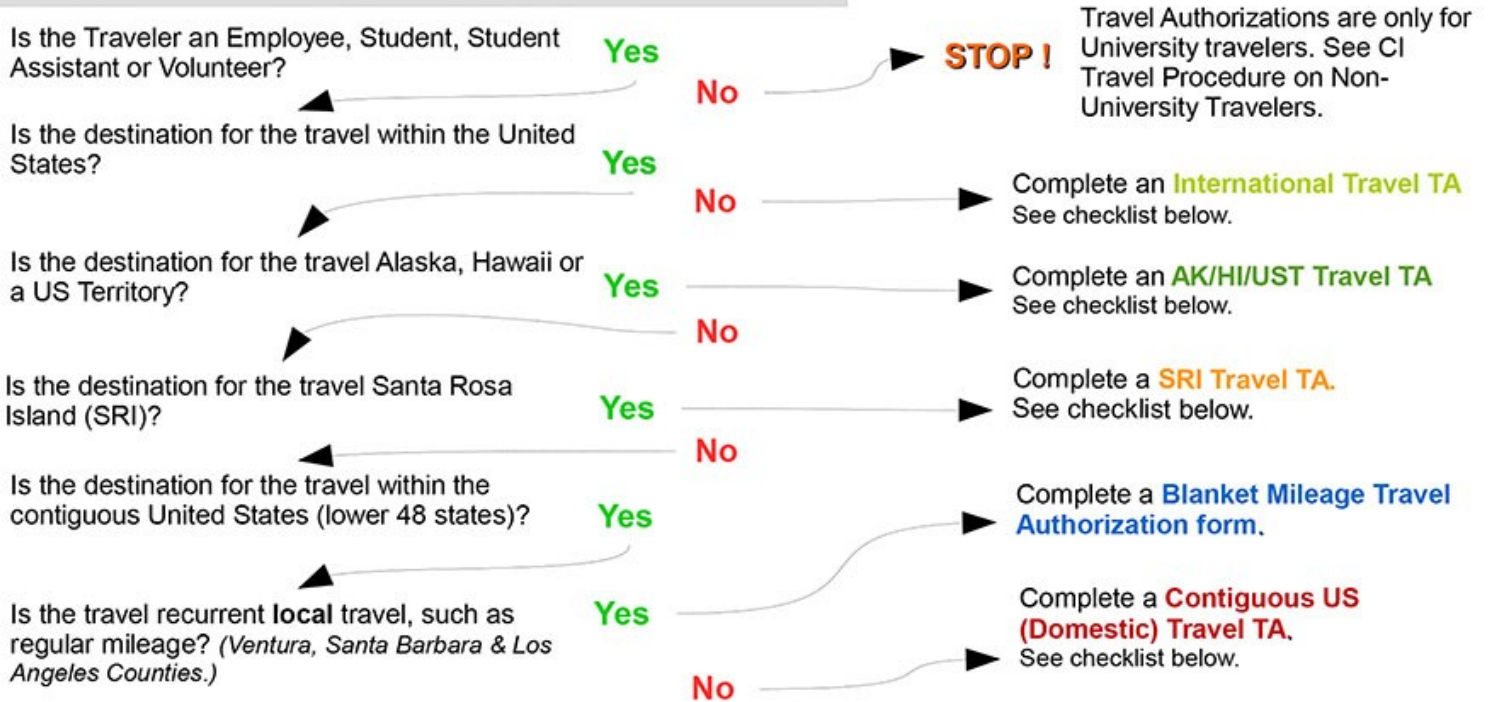
The Travel Authorization form was created by the CSU Channel Islands Accounts Payable Department. If you have any questions regarding this form or the travel procedures, please contact: (805) 437-3700 or CIAP@CSUCI.EDU

Supplemental - Supporting Documentation Advisement

The following is a short guide to the types of supporting documentation needed for business travel as outlined in the CSU Policy and CI Travel Procedure requirements.

A Travel Authorization is required for all CSU business travel, prior to departing. Use this flow chart and step detail to help navigate the CI Procedure requirements and attachments. For additional information, refer to the CSU Channel Islands Travel Procedures and Regulations - January 2015.

Step 1 – Begin completing a CI Travel Authorization (TA).



Step 2 – Complete Travel Authorization and gather documentation.

- Complete the Travel Authorization and obtain the appropriate approval signatures according to the CI Signature Delegation. Attach as much documentation with information, agendas, overviews, cost estimates, etc. as requested or required.
- Once the Travel Authorization has been approved, a CIT number can be issued by Procurement for the traveler to book through campus accounts as needed. Arrangements for travel and reservations can be made at this time. See Travel Authorization instructions for more information.

Contiguous US (Domestic) Travel Documentation Checklist:

- ☐ Completed/Approved Travel Authorization
- ☐ Agenda, Meeting Info, Business Purpose Information
- ☐ CIT Number issued by Procurement (as needed)
- ☐ Receipts for arrangements made through campus accounts
- ☐ Receipts for arrangements paid personally

Santa Rosa Island Travel Documentation Checklist:

- ☐ Completed/Approved Travel Authorization
- ☐ Travel Participant List (optional)
- ☐ Approval from SRI Station Manager to travel to island
- ☐ Agenda, Meeting Info, Business Purpose Information
- ☐ CIT Number issued by Procurement
- ☐ Receipts for arrangements made through campus accounts
- ☐ Receipts for arrangements paid personally

AK, HI, US Territory Travel Documentation Checklist:

- ☐ Completed/Approved Travel Authorization
- ☐ Agenda, Meeting Info, Business Purpose Information
- ☐ CIT Number issued by Procurement (as needed)
- ☐ Receipts for arrangements made through campus accounts
- ☐ Receipts for arrangements paid personally
- ☐ Attach Per Diem Rate Information from US. DTMO

International Travel Documentation Checklist:

- ☐ Completed/Approved Travel Authorization
- ☐ Signature Approval from CI President or Chief of Staff
- ☐ Agenda, Meeting Info, Business Purpose Information
- ☐ Travel Participant List (for groups)
- ☐ Foreign Travel Insurance Request
- ☐ CI Risk Management Travel Steps (See [Risk Management](#))
- ☐ CIT Number issued by Procurement (as needed)
- ☐ Receipts for arrangements made through campus accounts
- ☐ Receipts for arrangements paid personally
- ☐ Attach Per Diem Rate Information from US. DTMO

Before Departure:

- ☐ Travel Assist Cards from Risk Management Obtained

**International Group Travel*

Prepaid Expenses may have additional restrictions such as IRA packets, Purchase Orders, etc., contact AP for more information.

Local Mileage Travel Documentation Checklist:

- ☐ Completed/Approved Blanket Mileage Travel Authorization
- ☐ Agenda, Meeting Info, Business Purpose Information (for each instance)
- ☐ Monthly Mileage Log (one per month) verifying total mileage