

TRAVEL ADVANCE REQUEST AND CLAIM PREPARATION INSTRUCTIONS

Revised 12/31/2014

I. TRAVEL REQUESTS FOR ADVANCES

If an advance is desired, a CSE Travel Approval &/or Advance Request (TAAR) form must be completed and attached to a check request. All lines on the form **must** be completed. If the traveler is not a CSU, Chico or CSE employee, the request must be signed by the Project Director and the traveler, if available. If the traveler is a CSU, Chico or CSE employee, the request must be signed by the employee and his/her supervisor. Project Directors **may not** approve their own travel requests.

Remember: the State requires that all state employees traveling have a travel request on file with the state **PRIOR** to traveling regardless of whether an advance is needed. Please work with your Department for submission of this form.

Travel advances on CSE accounts will be limited to 80% of the estimated cost of per diem, lodging, mileage, other transportation costs, and miscellaneous expenses and will not be paid out earlier than 21 days prior to the trip. An advance of 100% for airfare and/or rental car may be requested with proof of purchase and/or reservation (see Foreign Travel section for exceptions). Registration may be pre-paid at any time and does not require a TAAR form. Advances should normally be cleared within **ten** working days after trip completion. **No new advances will be issued** to any project personnel **until all outstanding advances have been cleared for the requesting individual on that project/account**. In compliance with IRS regulations any advance not cleared within 60 days of the trip's completion will become taxable income to the traveler.

FOREIGN TRAVEL

All foreign travel requires submission of a Foreign Travel Request and Questionnaire **at least 45 days prior to travel**. Travel to countries deemed war risks or high hazardous may also require CSE to obtain written approval from CSU, Chico's President, CSU's Chancellor and CSE's insurance prior to travel to those territories. Students are not allowed to travel on CSE business to countries listed as a war risk or high hazardous.

Foreign travel frequently consists of both business and personal components. Per the IRS (IRC Sec. 274(c)), there is a taxability issue if **BOTH** of the following conditions are met:

1. The total period of the trip is longer than one week, **AND**
2. At least 25% of the trip is personal

As a result, reimbursement and advances for airfare and other expenses on CSE travel claims meeting both conditions will be reduced for the percentage of personal time.

This requirement applies to travel outside the 50 United States and the District of Columbia. For the purposes of calculating the percentage of business and personal time when a travel day consists of both business and personal time, the day would be classified as a business day. For more information, review the examples below:

- **EXAMPLE 1:** An employee travels to London for 10 days, of which 7 days are business related and 3 days are personal; 70% of the trip is business and 30% is personal. The traveler is reimbursed for 7 days of meals and lodging. The other 3 days of meals and lodging are considered personal and are not reimbursed. Since the trip was longer than one week and at least 25% personal, only 70% of the employee's airfare will be reimbursed.
- **EXAMPLE 2:** An employee travels to London for 10 days, of which 8 days are business related and 2 days are personal; 80% of the trip is business and 20% is personal. The traveler is reimbursed for airfare and 8 days of meals and lodging. The other 2 days of meals and lodging are considered personal and are not reimbursed. The cost of airfare is reimbursed to the traveler since the personal component is not equal to or greater than 25% of the trip.

TRAVEL CLAIMS

A travel claim should be submitted to the appropriate unit **PROMPTLY UPON THE TRAVELER'S RETURN** to initiate reimbursement for travel expenses incurred and/or to clear any travel advance. The claim **must** be signed by the Traveler.

1. **Original** receipts/vouchers for the following items are required for reimbursement:*

Airfare	Required
Lodging (>\$195 requires supervisor approval)	Required
Meals	Required-itemized if claiming less than per diem
Car rental	Required
Gasoline for car rental or emergency use for University bus	Required
Conference registration fees	Required
Railroad, bus, light rail fares Taxi, shuttle, parking	Required if any one instance is greater than \$10
Telephone, fax, Internet	Required if any one instance is greater than \$10
Miscellaneous business expenses	Required

***If not in US currency, provide documentation of the exchange rate in effect at the beginning of the week in which the receipt is dated and attach receipts. For receipt purposes, the week starts on Sunday.**

Airline ticket stubs/boarding pass must be turned in to clear advances for airfare.

When **travel agencies** are paid from an invoice, the payment will be an advance (object code 1461) until the travel claim and ticket stub is received (see section on Electronic tickets for other acceptable types of receipts). In cases where the passenger

coupon cannot be obtained or has been lost, a signed statement from the issuing travel agency is required indicating the ticket was used and not refunded for cash. In the absence of a satisfactory explanation, the amount involved will **not** be allowed.

2. When travel expenses have been partially reimbursed by the State, a copy of the State claim form and copies of supporting documentation/receipts should be submitted with a completed CSE travel claim and check request for the amount to be paid from the CSE project account. The State claim form should indicate that original receipts are on file with the State.

II. TRAVEL CLAIM PREPARATION

A travel claim may be used for more than one trip, but should be limited to a single month. If only mileage reimbursement is being claimed, departure and return times are not necessary. You may also use the Mileage Log form for mileage only reimbursement.

- A CSE travel claim form must be submitted to the appropriate CSE unit, unless travel expenses are being reimbursed by both state and CSE. (See # 2 above)
- Complete the blanks at the top of the form as indicated (claimant's name, project number and project phone number)
- Use one line for each day and leave blank spaces between trips if possible.
- Complete sections 1 through 10 by following the sample and the instructions below for each:
 - (1) Enter the month and year.
 - (2) Enter day and time (with **A** for a.m. or **P** for p.m.) for departure and return time.
 - (3) Indicate the location(s) (cities) where the expenses were incurred (i.e., trip start, stop overs, trip end).
 - (4) Enter the total expended for lodging per day.
Foreign Lodging & Per Diem—Refer to the U.S. Department of State Foreign Per Diem rate table for maximum lodging rates. Select Foreign Per Diem Rates by Location, enter/select the appropriate country and click Go.
http://aoprals.state.gov/content.asp?content_id=184&menu_id=78
 - (5) Meals-columns A for breakfast, B for lunch and C for dinner (see [CA State Travel Rates Guidelines](#) and [Quick Check](#) for rates
 - Each 24-hour period begins with the departure time of your trip.
 - Breakfast, lunch, and dinner may be claimed for actual costs up to the rates listed on the claim form.
 - For travel more than 24 hours, the last fractional day's meals cannot exceed the stated per diem rates.
 - (6) Incidental costs of \$5 per 24-hour period do not require receipts unless required by sponsor. (CA State Travel-requires receipt).
Foreign Travel—Refer to FTR Appendix B for a breakdown of meals and incidentals. **A printed copy of the applicable rates must be attached to your travel claim form.**
http://aoprals.state.gov/content.asp?content_id=114&menu_id=89

- (7) Transportation costs:
 - 7A—indicate the cost of transportation.
 - 7B—indicate the type of transportation used: A for airline, PA for private aircraft, PC for private car, SC for state car, RC for rental car, S for shuttle, B for bus, T for taxi and R for rail. For a trip involving a University bus, the letters “SC” are entered under Section 7B even though the cost is not shown on the claim form
 - 7C—indicate the cost of cab fare, bridge tolls, and parking.
 - 7D—Indicate the number of miles traveled by private car and the associated total dollar amount. Note: If only mileage reimbursement is being claimed, depart and return times are not necessary.
- (8) Enter any business expense costs. These expenses should be further described in the remarks section (i.e., business phone calls, Internet charges, business meal expenses – purpose of meal and attendees must be detailed).
- (9) Any advances issued against this claim should be itemized in the spaces following the sub-total. These advances are then subtracted from the sub-total to arrive at the claim total.
- (10) Purpose of Trip—explain the purpose of the trip.
Other Remarks—provide an explanation for any expenses included in section 8. The inclusion of the Multiple Travelers Form should be indicated here.

- The Claimant must sign and date the form at the bottom of the page. No one may sign for the claimant.

III. TRAVEL CLAIM PREPARATION

PAGE 2—RECORD OF MILEAGE

- Claimant’s Name, Project # and Project Phone Number will pre-fill from page one of the travel claim.
 - (11) Enter location where trip begins
 - (12) Enter destination(s)
If claim is for multiple trips or to various destinations, enter “See Attached” in destination(s) box and attach a copy of page one of your travel claim to page two of the travel claim.
 - (13) Enter location where trip ends
 - (14) Enter total number of miles for each type of travel (refer to Transportation Type Key for description of codes)

A completed Travel Claim includes:

- A completed Check Request
- Completed page one of the Travel Claim form—signed and dated
- Page two of the Travel Claim form—copy of page one attached if applicable (see 12 above)
- All supporting receipts and documents

Submit travel claim with all attachments to the appropriate CSE unit for reimbursement. Claims submitted without a completed page two will be returned to claimant.