

Travel Expense form process.

- 1) Click the link to complete the form and initiate the process.
- 2) It will pop up a message – Thank you!
  
- 3) Step 2, Click and download the travel expense form. Complete the SAVE.
- 4) Completing the form; complete each section for the form:
  - a) Purchased by University
  - b) Advanced to/Purchased by Traveler
  - c) Purpose/Remark
  - d) Cost Distribution
  
- 5) Claimant's Name: First and Last name of the traveler.
  
- 6) NetID: CSUEB issued netid #. If none, leave blank.
  
- 7) Mailing Address: Full mailing address of person to be paid – Claimant or Payee.
  
- 8) Phone: Traveler's phone number.
  
- 9) Normal Work Days/Hours: To be completed by employees only.
  
- 10)

11) Advance to/Purchased by Traveler section: Any expense related to this travel that was paid by the traveler whether by cash, check, personal credit card or travel advance money received from the University. If none, leave section blank.

12) Date: Using mm/

21) Private Car Use: Enter miles driven for personal car use only. Dollar amounts will be calculated by the form. Please make sure you have submitted your 261 form and proof of Defensive Driving Training to Accounts Payable in advance of submitting your claim.

22) Registration Fee: Enter any amount for conference/event registration.

23) Other Business Expenses: Any allowable business expense incurred during the trip that is not reportable in another column. This dollar amount must be explained in the " Purpose/Remarks" section of the form.

24) Total Expenses: Form will calculate total expenses for each day.

25) Purpose/Remarks: name of conference/event, location and dates. Include a statement of the business purpose for travel. Include an explanation for any amounts in the " Other Business Expenses" column as well as an explanation for any unusual charges.

26) Total Claim section: some amounts are entered by formulas built into the form, some are not. Make sure all amounts are accurate and enter any additional information such as travel advances or allowable reimbursement (if less than calculated total).

27) Cost Distribution section: This section must be completed for reimbursement. Please obtain this information from the departmental budget person or the person who authorized travel. There may be one or more chartfield combinations per claim. Use one line per chartfield combination and enter total expenses related to that chartfield. The destination of the travel determines whether the expenses are In-State or Out-of-State. (For example- travel from the campus to Seattle, WA – all expenses are considered Out-of-State, even airport parking and mileage to airport incurred in state).

30) Please direct any questions to the Accounts Payable Department by emailing