~ College of Liberal Arts ~

Faculty Travel Procedures @ A Glance

All forms can be found on the CLA webpage:
http://www.cla.csulb.edu/forms-policies-and-procedures/travel-forms-and-policies/

- **DOMESTIC TRAVEL:** requires the following forms:
  1. **Travel Request Form:** Must be submitted **30 days prior to the departure date even if no money is involved.** We need this for insurance purposes.
  2. **Travel Estimation Worksheet:** Lists the anticipated expenses to be reimbursed. If lodging exceeds the $195/night policy, then justification must be provided.

- **FOREIGN TRAVEL:** In addition to the 1. Travel Request Form and 2. Travel Estimation Worksheet, the 3. **International Travel Information Form** must be completed.
  - If traveling with students, then the 4. **Travel Participant List** is also required.
  - Travel to hazardous countries is discouraged and will need the Chancellor's and Provost's approvals prior to the departure date. **All paperwork must be submitted at least 45 days in advance when traveling to a hazardous country.**

- **BOOKING AIRFARE:** You may use our Exclusive Travel Agency – **Global (Giselle’s) Travel** Contact Information : 562-985-4000 (X54000) or 800-388-3238
  - Before contacting the travel agency, make sure you have already submitted all the required paperwork to your department. A quote is held for only 24 hours and the reservation cannot be confirmed until the travel agency receives an approved Travel Request from the Dean's Office.
  - Please use State Negotiated Rates (YCAL) whenever possible. However if another fare is available at a lower cost you may chose that fare. If the fare is at a higher cost, the reimbursable amount will be at the YCAL rate. [http://www.dgs.ca.gov/travel/Programs/Airfare.aspx](http://www.dgs.ca.gov/travel/Programs/Airfare.aspx)

- **PRE-TRAVEL CLAIMS:** You may submit a **Travel Claim** prior to your trip for the following out of pocket expenses: 1. **Airfare** 2. **Conference Registration** 3. **Lodging.** Receipts must be attached and show a Paid in Full Zero balance.

- **TRAVEL CASH ADVANCE:** Advances are **only available** if you are **traveling with students** or **if you are traveling internationally.** Cash advances up to 80% of the approved travel funding amount may be requested and are available up to 10 days prior to departure.

- **WHILE TRAVELING KEEP:**
  - Original Hotel Receipt (must be itemized and show a zero balance or proof of payment)
  - Foreign Lodging and Per Diem Rates can be used on International Travel [https://aoprals.state.gov/content.asp?content_id=184&menu_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)
  - Airfare Itinerary with Proof of Payment
  - Car Rental Agreement (insurance not reimbursable) and Proof of Payment.
    - Gas Receipts for rental car
  - Taxi, Shuttle, Bus, Train, Boat, Ferry Receipts
  - Conference Registration Receipt ~online receipt OR receipt from in person registration showing Proof of Payment.
  - Keep All **Itemized Food Receipts (actual costs up to $55.00 a day); no alcohol is allowed**
  - $7.00 Incidentals can be claimed beginning on the 2<sup>nd</sup> day of travel
  - Receipts for Other Business Expenses – Presentation materials, materials required by conference/workshop, etc.
  - Mileage rate is $0.575 per mile ~when using personal vehicle

- **WHEN YOU RETURN FROM YOUR TRIP:**
  - Bring your Travel Receipts to your Department Office within **30 DAYS of your return** and work with the Administrative Staff to complete your **Travel Claim.**
  - **Foreign Travel:** Use XE.com currency converter link below. Print and include conversion report with claim [http://www.xe.com/travel-expenses-calculator/](http://www.xe.com/travel-expenses-calculator/)

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