TRAVEL APPROVAL AND EXPENSE REPORT

Pre Travel Approval

- All forms must be an original, red numbered form provided by CSU typed or legibly printed.
- Attach to the travel form a copy of the “request to present” or Workshop / Conference information (location, times, dates, hotel availability, topics, etc.) This can generally be obtained from the sponsor’s website.
- Attach the prior approval email/letter from the Department Chair/School Director/Dean for a rental car to the travel form. In addition, if traveling locally, the traveler must obtain approval from Risk Management to rent a vehicle.
- Copies of emails or letters from individuals (Dean, Department Chair/School Director, etc.) who are financially supporting the travel should also be attached.

Block 1: Name (alpha)
  a. Must be a CSU employee or student
  b. Typed or legibly printed

Block 2: CSU ID Number (numeric)

Block 3: Department/School Name (alpha)

Block 4: Destination: (alpha)
  a. City and State
  b. Use the city where the conference, workshops, and/or meetings are being held.
  c. May contain more than one location if staying overnight in both locations

Block 5: Purpose (alpha)
  a. Give Name of event and purpose of your attendance i.e., attend or present at and give the name of conference, workshop or organization holding the event, Mileage for Site visits or Student Supervision, etc.
  b. Insufficient purposes are: Meeting, Present at Conference, Mileage, or Professional Development.

Block 6: Per Diem Rate (alpha)
  a. This block is used for the Meal and Incidental rate only.
  b. Use the city where the conference, workshop or meeting is being held unless the traveler is in multiple locations during the day. Then use the city where the hotel is located. If staying at two different hotels at different times list the per diem rates for both locations.
  c. The meal rates link for both domestic and foreign travel is located on the Controller’s Travel Policy web page.
  d. In instances where the Incidental rate is listed separately, add it to the meal rate.
e. The foreign meal rate changes more frequently than the domestic rate. Please use the rate that applies to the period in which the travel will occur as well as checking upon return to make sure it hasn’t changed.

Block 7: Estimated Expenses (numeric)
   a. Provide a reasonable estimate total of expenses.
   b. **Do not itemize your estimate on this form.** Use a separate sheet of paper if itemization is necessary.

Block 8: Portion to be Paid by CSU (alpha or numeric)
   a. If all the expenses are to be paid by CSU, either 100% or “All” is appropriate in this box.
   b. If only a portion of the expenses are to be paid by CSU, use that amount.

Block 9: Dates of Travel (numeric)
   a. Provide the dates of the conference.
   b. If necessary the addition of one day before and after the conference for travel time is permitted.

Block 10: Requested Prepayments (numeric)
   a. Do not use this section for estimating travel expenses. Use a separate sheet of paper for itemizing the estimate.
   b. Airfare and registration are generally the only prepayments CSU will approve. A purchase requisition or small order form can be requested from the Department/School office after approval for travel has been obtained. A copy of the approved travel form must accompany the prepayment SOF and/or Purchase Requisition.
   c. If the traveler prefers to use their credit card, the travel form will be the method of reimbursement. It is not a CSU prepayment. In almost all instances, reimbursement for personal payment of travel expenses will be made after the travel has been completed.

Block 11: Approval (alpha)
   a. Prior approval and authorization for travel must be obtained from your Supervisor/Department Chair/School Director, Dean, and PI (if the travel is grant funded). This includes travel forms for local mileage reimbursement.
   b. The Provost must approve all foreign travel prior to the trip taking place.

Block 12: Account(s) to be Charged (numeric)
   a. Provide all of the accounts to be charged for the travel. If the account to be charged is another College or Department/School (including the Dean’s Office), attach a copy of the email or letter authorizing the expense and amount to be charged
b. If an explanation of the accounts to be charged is needed, attach it to the travel form. Do not write in an account description if the account number or GrantID is not known. A note on a separate piece of paper should be sufficient to determine what account is to be charged.

**While Traveling**

Retain all receipts for reimbursement including those items prepaid.

- Include all receipts even if the amount to be reimbursed is less than the expenses. The traveler may be eligible to claim the unreimbursed business expense portion on their Federal Income Tax Return. (Consult with a tax person before claiming.)
- Airline (including CSU prepaid tickets)
  - Airfare receipt showing the amount paid for the ticket. This should include
    - The booking receipt from Travel Agency or
    - The printed internet confirmation of ticket purchase showing cost and method used for payment when using such websites as Orbitz, Continental, etc.
- All Seating tickets.
- It is not necessary to include the envelope(s) given out at the airport.
- Rental car receipt.
- Hotel receipt.
- Airport parking receipt.
- Conference/worksheet registration receipt.
- Taxi, train, trolley or shuttle bus receipts
- Conference schedule
- No meal receipts are necessary as CSU uses per diem for reimbursement (please also refer to Block 20 for preapproved business lunches).
- If driving to and from the conference, workshop or meeting, a print out of Map Quest.
  - If leaving from home, show mileage to/from destination and mileage from your home to CSU
  - If leaving from CSU, show mileage to/from destination.

**If in doubt, keep the receipt.**

**Completing the Travel Form**

The cleaner the travel form, the faster it can be reviewed and sent for reimbursement. The travel form must be submitted after completion of travel unless prepayment of registration by CSU is the only expense incurred. The Travel form should be completed and filed with the appropriate supervisor within two weeks of the travel completion date.

Receipts should be attached securely to the back of the travel form in such a manner that they can easily be read by the reviewer or auditor. Preferably, they should all face the same direction with numerous small receipts taped to blank pieces of paper (mounted in the same direction) and attached to the back of the travel form.

**Note:** CSU will reimburse business expenses only.

Block 10: Requested Prepayments (Numeric)
a. Enter in the Common Carrier line the dollar amount of the prepayment.
   To the left of the line indicate the SOF or Purchase Requisition number
   drawing an arrow to the related prepayment.
b. Follow the above procedure for prepaid registration.
c. These amounts will be totaled and carried to the “Less Prepayments”
   line in Block 26.

Block 13: Date (Date)
a. Each day of travel in date format should be listed on a separate line in
   consecutive order.
b. If necessary lines can be split horizontally to allow for additional space
   for additional days of travel.

Block 14: Time Depart/Return (Numeric)
a. Times are important as they regulate the meal per diem.
b. Record time started and arrived at location i.e., left home/office, arrived
   home/office.
c. Reasonableness is required.

Block 15: Travel Point (Alpha)
a. The first day of travel (first line) would normally be From Cleveland To
   (name of destination.) Unless the travel is overnight, On the last travel
   date line state the place of departure to Cleveland.
b. If you are staying overnight in another city or destination, on the date
   lines please indicate from and to on both dates of travel.

Example:  
7/31/06  From Cleveland to Phoenix  
8/3/06    From Phoenix to Santa Fe  
8/5/06    From Santa Fe to Phoenix  
8/8/06    From Phoenix to Cleveland.

Block 16: Transportation/Common Carrier/Explanation
a. On the first line, first day of travel, under Common Carrier enter the
   total amount of the airfare, bus fare (if long distance), or train fare. In
   the Transportation/Explanation column, same line, state whether it is
   airfare, bus fare or train fare.
b. This column is not for mileage or cab fare.

Block 17: Transportation/Amount/Explanation
a. The dollar amount being claimed for personal auto mileage or rental car
   expense is recorded in the Transportation/Amount Column.
b. The personal auto mileage to and from the travel destination should line
   up with the date(s) in Block 13 and travel point in Block 15.
c. In the Transportation/Explanation, Block 18 column, insert the number of miles driven on that day and the mileage rate used to determine the reimbursement amount in Block 17.

Block 17: Transportation/Amount/Explanation
a. The rental car expense and explanation should be listed on the day the car is returned and the invoice is paid.
b. Rental Car expense is to be recorded in the Transportation / Amount and the description “Rental Car” in the Transportation /Explanation column. The approval for the rental car must be attached to the back of the form.
c. Mileage will be reimbursed for personal auto in lieu of airfare when the airfare of all persons traveling in the car is greater than the mileage. If the combined airfare is less than the mileage, the airfare amount will be reimbursed.
d. Per the Controller’s Travel Policy “Mileage while commuting to and from work will not be reimbursed. Mileage while commuting from home to an off campus location may be reimbursed, but only to the extent that it exceeds mileage from the employee's home to CSU's campus.”
e. The current mileage rate is located within the Controller’s Policy web pages.

Block 19: Lodging (Numeric)
a. An itemized, paid hotel bill is needed.
b. When calculating the amount spent on lodgings list only the daily room charge and associated tax.
c. List each daily charge on each of the appropriate “date” lines. Do not record the lump sum total for all days.
d. Do not request reimbursement from CSU for room service, in-room meals, the spa, gym, etc.
e. When sharing a room and sharing the hotel bill with non CSU person, note this in Block 28 i.e. “shared room with non CSU person(s)” and indicate how the hotel bill was split in Block 28.
f. If the hotel room and bill is split between you and a CSU employee(s), please list the other CSU travel form number(s) and how the expense split was determined in Block 28.
g. If you have paid for another CSU traveler’s room, include the entire amount of the hotel charge on your travel form and indicate the other person’s Name and Travel Form Number.
h. If someone else pays for your lodging, indicate such in Block 28 include their name and travel form number.
Block 20: Meals

a. The traveler will be reimbursed for meals and incidental expenses according to the Federal Standard Meal Allowance (FSMA) then in effect.
b. Allowable reimbursements vary by city. Rates for most major cities can be accessed from the University’s web site.
c. Generally, there will be no reimbursement for meals unless the traveler is away from home over night. However, with supervisory approval, when the traveler is away from home for more than 12 hours and lunch is not provided, the traveler may be reimbursed for the lunch portion of the applicable FSMA (indicate times of departure and return on the Travel Approval and Expense Report).
d. Reimbursement for the day of departure and the day of return is equal to 75% of the FSMA.
e. If the travel is to more than one location in one day, use the FSMA for the city where the traveler has overnight accommodations.
f. There will be no reimbursement for alcoholic beverages.
g. Tips and gratuities are included in the FSMA.
h. Actual and reasonable expenses for a qualified business meal may be claimed for the traveler and nonuniversity guest(s). The traveler must submit an original itemized receipt along with an explanation of the business purpose of the expense. An overnight stay is not required.
i. Do not include meal receipts with your travel form unless:
   1) You have taken others to a business lunch or dinner and
   2) You have written prior approval for the expenditure. The written prior approval must be attached to the travel form.
   3) The receipt must be itemized to ascertain that no alcohol has been served.

Block 21: Miscellaneous Amount (numeric)

a. Enter amounts for business expenses not listed elsewhere for which you have receipts.
b. This can include business (not personal) telephone calls, internet access, parking fees, conference registration, and cab fare.

Block 22: Miscellaneous Explanation (alpha)

a. Enter description of expenses listed in Block 21.
b. Enter meals provided by conference or others.

Block 23: Total all columns (numeric)

Block 24: Total across all column totals to a grand total.

Block 25: Total to be Paid by CSU

a. This includes all items that are to be paid by CSU including the prepaid items.
b. This is to be the total CSU is reimbursing you and may not be the total of your expenses. Example: Total expenses = $1,500. Your travel allowance $1,000. Enter $1,000.

Block 26: This is the total amount of your prepayments. Include your prepaid registration and airfare as they have been recorded on your travel form and thus in your total expenses and should be deducted.

Block 27: This is the balance to be reimbursed to the traveler; Block 25 minus Block 26. Carry the Balance Due Employee to the account lines reimbursing the travel.

Block 28: See Block 19. Can also be used to explain why per diem or lodging is not being taken i.e., “stayed with family,” “all meals provided by conference”, “airfare provided by . . .”, “registration not required, presented and lead discussion groups,” etc.

Block 29: The Traveler must sign the Traveler’s Approval and Expense Report.

Block 30: Approvals are required from the traveler’s supervisor(s) and individual(s) paying any portion of the reimbursement (Grant PI, Dean, etc.).

When completed, it is recommended you make a copy for your records. Turn the travel form into your Department Chair/School Director. The form will be reviewed, signed and sent to the Dean’s Office for further review.

At any time during the process the travel form may be returned for missing information, documentation or corrections. If the travel form is correct, it will be submitted for the Dean’s signature and forwarded to Accounts Payable for processing.

Applicable Web Pages
CSU Travel Policy
http://www.csuohio.edu/controllers/policy_travel.pdf

Mapquest Driving/Mileage
http://www.mapquest.com/directions/

Domestic Per Diem Rates
http://www.gsa.gov/perdiem

Foreign Per Diem Rates
http://www.state.gov/m/a/als/prdm/

Foreign Conversion rates
http://www.oanda.com/convert/classic

CSU Driving and Motor Vehicle Policy
http://www.csuohio.edu/riskmanagement/driving.html