

Preparation of Sonoma State University Travel Expense Claim

Claimant's Name - Enter the claimant's full name

Position - Enter the claimant's position (i.e. President, Professor, Accountant, Student etc)

Residence Address - This is voluntary information under Civil Code Section 179817 but is necessary when a traveler requests mileage reimbursement. Lack of this information may delay reimbursement

Headquarters - Form defaults to "Sonoma State University," you will need to override this & fill in your headquarter if different from SSU

Department - Enter the department where the claimant works/reports

Telephone - Enter the phone number where the claimant can be reached on campus or other headquarters

Headquarters Address - This will default to the University's address; if your headquarters are different the address may be overridden

Month/Year - Enter the month and year of the first day of the trip

Date and Time - Enter the date and time of departure on the appropriate line using the twenty-four clock (military time). Enter the time of return on the date of return, **when claiming subsistence expense it is mandatory that the departure and return time of the trip are indicated**

Location - Enter the name of the city or location where the expense was incurred

Lodging - Enter the actual cost of lodging

Meals - Meal expense must be submitted at actual cost (no per diem). An itemized receipt is required for meal expense of \$25 or more if travel is within the continental US and less than 30 days. If travel is beyond this scope, see Appendix C of the CSU Travel Policy.

Incidentals - Enter the total actual cost of incidentals not to exceed the maximum authorized amount of \$7 per day

Cost of Transportation - Enter the actual cost of transportation plus tip as applicable, i.e. rental car, taxi, airfare, shuttle or bus

Type Used - Enter the abbreviation for the method of transportation used, "A" for commercial airline, and "B" for bus (Airporter, light rail or BART), "PC" for privately owned car, "RC" for rental vehicles, and "T" for taxi

Parking, Tolls - Enter actual parking charges and bridge tolls; attach receipts for parking expenses of \$25 or more

Private Car Use - Enter the number of miles traveled by private vehicle; the total dollar amount will calculate when the mileage rate is filled in on-line

Business Expense - Enter business expense items which could include business phone calls, emergency purchases and internet access charges. Provide explanation of why expense is being claimed in the purpose/remarks section of the travel claim. Receipt required if expense is \$25 or more

Total Expenses for Day - Enter the total amount expended on each day of the trip, this amount will automatically calculate if on-line form is used

Claim Total - Enter the total amount of expenses, this will automatically calculate when the on-line form is used

Purpose of Trip, Remarks and Details - Enter a brief statement of the purpose of the trip, if the claim has several trips for the same purpose, one statement will suffice for those trips. Business expense detail is required; enter other details or remarks of expenses, if necessary.

University, Foundation, Enterprises - Select the appropriate Business Unit that the travel expenses will be charged to

Chartfield string - Enter the account number, fund and department that the travel expenses are to be charged to

Amount - Enter the expense amount to be charged to the corresponding chartfield string (Amount must be entered or claim will be sent back)

Less Advance - Enter the amount of travel advance received

Balance Due - Enter the balance due to the claimant. (The difference between the claim total less the travel advance)

Mileage Rate - Enter the rate of reimbursement being claimed for private vehicle use, this will automatically calculate and fill in the daily mileage expense column

Claimant's Certification and Signature - Claimant's signature certifies that expenses claimed were actually incurred

Signature of Immediate Supervisor, Department Chair, or Principal Investigator - If applicable

Signature of Officer Approving Travel and Payment - Certifies and authorizes travel; approves expenses as incurred on University business