

Preparation of Sonoma State University Travel Expense Claim

Please enter the appropriate information listed below on the travel expense claim form.

Claimant's Name - Enter the employee's full name.

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

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

Headquarters - Enter "Sonoma State University".

Department - Enter the department where the employee works/reports.

Telephone - Enter the phone number where the employee can be reached on campus.

Headquarters Address - Enter the University's address.

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 (examples: 0730 for 7:30 a.m., 1650 for 4:50 p.m.) 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. Abbreviations may be used.

Lodging - Enter the actual cost of lodging.

Meals - Enter the actual cost of each meal not to exceed the maximum authorized amounts.

Incidentals - Enter the total actual cost of incidentals not to exceed the maximum authorized amount.

Cost of Transportation - Enter the cost of transportation, other than private car mileage expense.

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

Parking, Tolls - Enter parking charges and bridge tolls. Attach receipts for parking expenses over \$10.00 for any one continuous parking period.

Private Car Use - Enter the number of miles traveled and the amount due for the use of privately owned vehicles.

Business Expense - Enter items of business expense which include business phone calls, and emergency purchases.

Total Expenses for Day - Enter the total amount expended on each day of the trip.

Claim Total - Enter the total amount of the expenses paid for personally by the employee (Do not include airfare, conference fees, etc. that were prepaid by University check, this information may be noted in remarks.) Include travel advances received in this amount.

Purpose of Trip, Remarks and Details - Enter a brief statement of the purpose or objective of the trip. If the claim has several trips for the same purpose or objective, one statement will suffice for those trips. Enter detail or explanation of expenses if necessary.

University, Foundation, Enterprises - Enter a check mark next to the category of funds that the travel expenses will be charged to.

Account No. - Enter the account number or numbers that the travel expenses are to be charged.

Amount - Enter the expense amount to be charged to the corresponding account number listed in the Account No. column.

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 Claimed - Enter the rate of reimbursement being claimed for private vehicle use.

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

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