Preparation of Sonoma State University Travel Expense Claim

Claimant’s Name - Enter the claimant’s full name.

Employee ID# - Enter the claimant’s employee ID number.

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 and fill in your headquarters 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 is different, the address may be overridden.

Page - Enter the correct page number using the dropdown function. If submitting a claim with multiple pages, all pages must be appropriately signed and approved.

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 – dropdown function). Enter the time of return on the date of return. It is mandatory that the departure and return times of the trip be included.

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

Lodging - Enter the actual cost of lodging. An original itemized receipt is required. The current CSU maximum rate for United States travel, including Alaska, Hawaii, and US possessions is $275 per night, excluding taxes, and is effective for travel occurring on or after November 1, 2015.

Meals - Meal expense must be submitted at actual cost (no per diem) if travel is within the contiguous U.S. and less than 30 days. If travel is beyond this scope, see Appendix D of the CSU Travel Policy.

Incidentals - Enter the total actual cost of incidentals not to exceed the maximum authorized amount of $7 per calendar day. Incidental expenses can only be claimed if travel includes an overnight stay.

Cost of Transportation - Enter the actual cost of transportation plus tip as applicable, i.e. rental car, taxi, airfare, shuttle or bus. An itemized receipt is required for an expense of $75 or more.

Type Used - Enter the abbreviation for the method of transportation using the dropdown function. “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, and attach receipts for parking expenses of $75 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 online.

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. Original receipt required if expense is $75 or more.

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

Expenses Paid by ProCard – If a ProCard is used to pay for a Conference/Meeting Registration fee and/or local Enterprise Rental Car expenses, enter actual expenses in the appropriate box. The expenses will show as a credit in the ‘Total Expenses for Day’ box as the traveler did not pay out of pocket for these expenses. The copy of the “Use of ProCard for University Travel Expenses” Form and any required back-up documentation must be attached to the claim to substantiate the expenses.

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

Less Advance - Enter the amount of travel advance received.

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 for expenses, if necessary.

University Distribution - Using the dropdown function, 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).

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 if different that current mileage reimbursement rate. This will automatically calculate and fill in the daily mileage expense column.

Online Travel Certification Training – Claimant’s checkmark verifies completion of the online Travel Certification training. Non-employee claimants must complete the Travel Certification Form and attach the completed form to each Travel Expense Claim.

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 actual expenses as incurred on University business. Signature must be at President, Vice President, Dean or Administrative Manager level.

Signature of President – required for international travel.