

The traveler is responsible for adherence to CSU and TUC Travel Policy.

[Reimbursement of Travel Expenses](#) [Travel Policy](#) [Travel Approval Procedure](#)

MI&E Per diem rates: [48 Contiguous US](#) [Alaska, Hawaii, & US Possessions](#) [Foreign per Diem - International](#)

Check Request: HR>Forms and Policies>Employee Forms> TUC Check request

Important:

All expenses charged to TUC PCard require receipts *regardless of amount or expense type.* All attachments preferred in PDF format

Other than per diem Meals & Incidentals, expenses \$75 and over – or - any requiring substantiation require: ♦ Itemized receipt ♦ Proof of payment

	TA - TRAVEL AUTHORIZATION	CASH ADVANCE - Submit cash advance form. <i>Cash Advance does not function in TUC eTravel</i>	ER - EXPENSE REPORT
BEFORE YOU TRAVEL	<ul style="list-style-type: none"> ✓ Estimated Cost ✓ Create TA <u>PRIOR</u> to travel if required by either your department or your project ✓ Must be <u>APPROVED</u> prior to travel or submitting cash advance or charged to TUC p-card ✓ International Travel <ul style="list-style-type: none"> ❖ Refer to Int'l travel below 	<ul style="list-style-type: none"> ✓ Create <u>AFTER</u> TA or travel approval form is approved ✓ Request at least 15 days <u>PRIOR</u> to travel Complete cash advance form & submit using TUC check request in the portal ✓ PI can request up to 75% of estimated travel costs. Students can request up to 100% of the travel cost. 	N/A
AFTER YOU TRAVEL	<ul style="list-style-type: none"> ✓ If TA required and <u>NOT APPROVED</u> prior to travel <ul style="list-style-type: none"> ❖ Complete After the Fact Approval of Travel Request and get signatures. Once Provost Office signs, send it to Post-Award liaison. ❖ If sponsor requires travel approval, Post-Award will contact sponsor and hold the reimbursement request until approved by sponsor. 	<ul style="list-style-type: none"> ✓ PIs & travelers are responsible for clearing cash advance(s). ✓ <i>Advances not substantiated within 60 days after paid or incurred, or unused advances not returned within 120 days can be considered taxable income by the IRS.</i> 	<ul style="list-style-type: none"> ✓ Create ER for reimbursement within 60 days after the end of your trip. Justification will be required for request submitted after 60 days. <i>IRS can consider reimbursement after 60 days to be taxable income.</i> ✓ Tie TA to the ER if TA was fully approved prior to first day of travel. ✓ Meetings & Conferences require agenda or program
DAILY EXPENSES	<ul style="list-style-type: none"> ✓ Meals & Incidental Expenses follow location per diem. <i>See Travel Policy for details.</i> 	<ul style="list-style-type: none"> ✓ Request at least 15 days PRIOR to travel ✓ Meals & Incidental Expenses follow location per diem. <i>See Travel Policy for details.</i> ✓ PI can request up to 75% of estimated travel costs. Students can request up to 100% of the travel cost. 	<ul style="list-style-type: none"> ✓ Meetings & Conferences require an Agenda or program ✓ Meals & Incidental Expenses follow location per diem. <i>See Travel Policy for details.</i>

This is a checklist to assist with completing requests in the eTravel system or travel expense claim which should reduce or eliminate travel related requests being sent back for revision. **Refer to Travel Policy for complete rules and guidelines.**

	TA - TRAVEL AUTHORIZATION	CA - CASH ADVANCE	ER - EXPENSE REPORT
International Travel	<ul style="list-style-type: none"> ✓ Instructions: International & High Risk Travel ✓ Sign up for MyCSUNGlobe (risk management & travel insurance) ✓ Submit TA after receiving travel insurance email from myCSUNGlobe ✓ Must be authorized by the sponsored project to be approved. 	<ul style="list-style-type: none"> ✓ Request at least 15 days PRIOR to travel ✓ PI can request up to 75% of estimated travel costs. Students can request up to 100% of the travel cost. ✓ PIs and travelers are responsible to clear cash advance(s). 	<ul style="list-style-type: none"> ✓ Enter actual cost ✓ Select Int'l Expense Types (Air, Rental, etc) ✓ Attach APPROVED Int'l paper documentation <ul style="list-style-type: none"> ❖ Attach Insurance confirmation from Risk Management/MyCSUNGlobe ✓ Attach Currency Conversion using the date expense incurred or Credit Card Statement ✓ Intl. per diem can be used for lodging and meals
Air Travel	<ul style="list-style-type: none"> ✓ Fly America Act and Open Skies Agreement apply to all federal grants except US Department of Defense grants and contracts (only Fly America Act applies). ✓ Enter Estimated Cost ✓ Enter Round Trip Amount using date of departure ✓ Select Int'l or Domestic ✓ Plaza Travel –Payment Type is TUC paid ✓ Requesting CA - Payment Type is Traveler Paid 	<ul style="list-style-type: none"> ✓ Request at least 15 days PRIOR to travel ✓ PI can request up to 75% of estimated travel costs. Students can request up to 100% of the travel cost. ✓ PIs and travelers are responsible to clear cash advance(s). 	<ul style="list-style-type: none"> ✓ Enter actual cost ✓ Select Int'l or Domestic ✓ On one line, enter round trip amount using departure date ✓ WiFi on Flight requires justification ✓ Premium upgrades will NOT be reimbursed (preferred seating, travel protection plans, etc).
Baggage Fees	<ul style="list-style-type: none"> ✓ Estimated cost 	<ul style="list-style-type: none"> ✓ N/A 	<ul style="list-style-type: none"> ✓ Baggage fees, enter actual cost under airfare ✓ Tips under Incidentals
Ground Transportation	<ul style="list-style-type: none"> ✓ Estimated cost ✓ Select Int'l or Domestic 	<ul style="list-style-type: none"> ✓ N/A 	<ul style="list-style-type: none"> ✓ Enter actual cost ✓ Select Int'l or Domestic ✓ Include tip (not to exceed 20%) ✓ Description: Enter TO / FROM ✓ Restaurant in Hotel - Do NOT claim transportation to eat outside Hotel
Rental Car	<ul style="list-style-type: none"> ✓ Estimated Car Rental Fees - Select Int'l or Domestic ✓ Preferred/Contracted Vendors: <ul style="list-style-type: none"> ❖ Enterprise & National – ask TUC for discount code. <i>Non-contracted vendor prohibited unless vehicle unavailable from contracted vendor</i> <ul style="list-style-type: none"> ❖ Justification is required ❖ Could result in partial or no reimbursement ✓ NO reimbursement for extra insurance ✓ Premium upgrades will NOT be reimbursed 	<ul style="list-style-type: none"> ✓ N/A 	<ul style="list-style-type: none"> ✓ Enter actual cost on the first day of car rental ✓ Do NOT claim mileage ✓ NO reimbursement for extra insurance ✓ Premium upgrades will NOT be reimbursed ✓ Justification is required for non-preferred vendors ✓ Using non- preferred/non-contracted vendors could result in partial or no reimbursement
Rental Car Fuel	<ul style="list-style-type: none"> ✓ Estimated Car Fuel 	<ul style="list-style-type: none"> ✓ N/A 	<ul style="list-style-type: none"> ✓ Enter actual cost

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Hotel/Lodging	<ul style="list-style-type: none"> ✓ Estimated cost ✓ Select Int'l or Domestic ✓ Hotel <u>OVER</u> \$333 night* <ul style="list-style-type: none"> ❖ Based on <u>Daily Rate</u> (NOT including tax and fees) ❖ <u>MUST</u> complete justification 	N/A	<ul style="list-style-type: none"> ✓ Actual Lodging not to exceed applicable per diem rate <ul style="list-style-type: none"> ♦ US & possessions: \$333 night* or 30 days or more Federal per diem ♦ International: Foreign per Diem ✓ Select Int'l or Domestic ✓ On the first day attach: <ul style="list-style-type: none"> ❖ Hotel Folio receipt with a zero balance ✓ Premium upgrades will NOT be reimbursed (Suites, movies, etc) ✓ Lodging with a friend or relative: Non-cash gift up to \$74.99 may be provided to the host per stay.
Meals & Incidentals	<ul style="list-style-type: none"> ✓ M&IE per diem rates: <ul style="list-style-type: none"> ✓ 48 Contiguous US ✓ Alaska, Hawaii, US Possessions ✓ International 	✓ See Travel Policy	<ul style="list-style-type: none"> ✓ Location per diem for travel including an overnight hotel stay <ul style="list-style-type: none"> ❖ First and last day is 75% of per diem ❖ <u>Exclude</u> Alcohol ✓ Incidentals included with meals ✓ Only claim meals that are purchased. Do <u>NOT</u> claim any meals provided such as meals included in the conference, meetings and/or airlines. See <i>Adjustment of Per Diem Rates</i> in the Policy.
Mileage	<ul style="list-style-type: none"> ✓ A Travel Authorization is not required if the only expenses are mileage and parking 	✓ N/A	<ul style="list-style-type: none"> ✓ Enter actual cost per day ✓ Enter TO / FROM in the description field <ul style="list-style-type: none"> ❖ Include time ✓ Attach MapQuest showing claimed miles <ul style="list-style-type: none"> ❖ Use Home address or CSUN address whichever is less ❖ Exception: Leaving from Home on non- business day/hours (Weekends and Holidays) ✓ If carpooling, only the driver can claim reimbursement.
Parking	<ul style="list-style-type: none"> ✓ Estimated Parking fees 	✓ N/A	<ul style="list-style-type: none"> ✓ Enter actual cost per day ✓ LAX Parking - preferred parking vendor: QuikPark <ul style="list-style-type: none"> ❖ Using non-preferred vendor could result in partial payment ✓ Airport Parking - Enter full amount on the last day expense occurred
Registration Fees	<ul style="list-style-type: none"> ✓ Estimated Registration Fees ✓ Attach Agenda ✓ TUC Paid ✓ Attach Invoice with remittance information 	<ul style="list-style-type: none"> ✓ Request at least 15 days PRIOR to travel ✓ Receipts \$75 and over 	<ul style="list-style-type: none"> ✓ Enter the actual cost on the first day of the conference. <ul style="list-style-type: none"> ❖ Attach Agenda ✓ Conference souvenirs or items that are not required to be purchased to attend the conference are not allowable to be charged to the project.

*Lodging \$333/night eff 041824, previously \$275/night. In Sponsored Projects, if grant guidelines have lower max rate, TUC will follow the more restrictive guideline.

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