

TUC Travel Quick Reference

	TA - TRAVEL AUTHORIZATION	CASH ADVANCE - please submit cash advance form. Cash Advance does not function in TUC eTravel	ER - EXPENSE REPORT
BEFORE YOU TRAVEL	<ul style="list-style-type: none"> ✓ Estimated Cost ✓ Create TA <u>PRIOR</u> to travel if required by your department, required by your project, or traveling to banned state ✓ Must be <u>APPROVED</u> prior to travel or submitting cash advance or charged to TUC p-card ✓ Banned state – you may submit travel approval form in lieu of eTravel travel authorization (TA) ✓ 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 10 days <u>PRIOR</u> to travel ✓ Complete cash advance form and submit it through TUC check request in the portal (HR-> Payroll->TUC Check Request Form) ✓ 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). 	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, please send it to Post-Award liaison. ❖ If sponsor requires travel approval, Post-Award will contact sponsor and will hold the reimbursement request until approved by sponsor. 	N/A	<ul style="list-style-type: none"> ✓ Create ER for reimbursement within 60 days after the end of your trip. A justification will be required for request submitted after 60 days. ✓ Associate TA to the ER if TA was fully approved prior to first day of travel. ✓ Meetings & Conferences require an agenda or program
DAILY EXPENSES	<ul style="list-style-type: none"> ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount. ✓ Attachments preferred in PDF format. 	<ul style="list-style-type: none"> ✓ Request at least 10 days <u>PRIOR</u> to travel ✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount. ✓ 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"> ✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount. ✓ Attachments preferred in PDF format ✓ "No Receipt" expenses \$75 and over require: <ul style="list-style-type: none"> ❖ "No Receipt" box MUST be checked ❖ Justification required ✓ Meetings & Conferences require an Agenda

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In State / Out of State	<ul style="list-style-type: none"> ✓ Based on Final Trip Destination ✓ Defaults to "In State" ✓ Out of State destinations: <ul style="list-style-type: none"> ❖ ALL line items must be "Out of State" 	N/A	<ul style="list-style-type: none"> ✓ Based on Final Trip Destination ✓ Defaults to "In State" ✓ Out of State destinations: <ul style="list-style-type: none"> ❖ ALL line items must be "Out of State"
International Travel	<ul style="list-style-type: none"> ✓ Go to International and High Risk Travel for instructions ✓ Sign up for MyCSUNGlobe (risk management and travel insurance) ✓ Submit TA after receiving travel insurance email from myCSUNGlobe ✓ Must be authorize by the sponsored project to be approved. 	<ul style="list-style-type: none"> ✓ Request at least 10 days PRIOR to travel ✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount. ✓ 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 <u>APPROVED</u> Int'l paper documentation <ul style="list-style-type: none"> ❖ Attach Insurance confirmation from Risk Management ❖ Attach Daily Itinerary ✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount. ✓ 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" must be "TUC Paid" ✓ Requesting CA - Payment Type must be "Traveler Paid" 	<ul style="list-style-type: none"> ✓ Request at least 10 days PRIOR to travel ✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount. ✓ Attachments preferred in PDF format ✓ 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 ✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount. ✓ Attachments preferred in PDF format ✓ WiFi on Flight requires justification ✓ Premium upgrades will <u>NOT</u> be reimbursed (preferred seating, travel protection plans, etc).

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Baggage Fees	<ul style="list-style-type: none"> ✓ Estimated cost 	N/A	<ul style="list-style-type: none"> ✓ Enter actual cost ✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount. ✓ Attachments preferred in PDF format
Ground Transportation	<ul style="list-style-type: none"> ✓ Estimated cost ✓ Select Int'l or Domestic 	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 <u>NOT</u> claim transportation to eat outside Hotel ✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount. ✓ Attachments preferred in PDF format

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Hotel/Lodging	<ul style="list-style-type: none"> ✓ Estimated cost ✓ Select Int'l or Domestic ✓ Hotel <u>OVER</u> \$275 per 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"> ✓ Enter actual cost per day ✓ Select Int'l or Domestic ✓ On the first day attach: <ul style="list-style-type: none"> ❖ Hotel Folio receipt with a zero balance ✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount. ✓ Attachments preferred in PDF format ✓ 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.
Incidentals	<ul style="list-style-type: none"> ✓ Estimated cost 	N/A	<ul style="list-style-type: none"> ✓ Enter actual cost per day <ul style="list-style-type: none"> ❖ Not to exceed \$7.00 ✓ Do not claim for the first day of travel unless overnight Hotel stay
Meals	<ul style="list-style-type: none"> ✓ Estimated cost 	<ul style="list-style-type: none"> ✓ See Travel Policy 	<ul style="list-style-type: none"> ✓ Enter actual cost per day, <u>NOT</u> per diem <ul style="list-style-type: none"> ❖ Include tip before tax (not to exceed 20%) ❖ <u>Exclude</u> Alcohol ✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount. ✓ Maximum meal allowance is \$55 per day ✓ Attachments preferred in PDF format ✓ Do <u>NOT</u> claim meals included in the conference, meetings and/or airlines

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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. ✓ Attachments preferred in PDF format
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 ✓ Except if paid by TUC p-card, parking \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount. ✓ Attachments preferred in PDF format

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Registration Fees	<ul style="list-style-type: none"> ✓ Estimated Registration Fees ✓ Attach Agenda ✓ TUC Paid <ul style="list-style-type: none"> ❖ Attach Invoice with remittance information ✓ Attachments preferred in PDF Format 	<ul style="list-style-type: none"> ✓ Request at least 10 days PRIOR to travel ✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount. ✓ Attachments preferred in PDF format 	<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 ✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount. ✓ Conference souvenirs or items that are not required to be purchased to attend the conference are not allowable to be charged to the project. ✓ Attachments preferred in PDF format
Rental Car	<ul style="list-style-type: none"> ✓ Estimated Car Rental Fees ✓ Select Int'l or Domestic ✓ Preferred Vendors: <ul style="list-style-type: none"> ❖ Enterprise – please ask TUC for the discount code. ✓ NO reimbursement for extra insurance ✓ Premium upgrades will NOT be reimbursed ✓ Justification is required for non-preferred vendor use ✓ Using non preferred vendors could result in partial or no reimbursement 	<ul style="list-style-type: none"> ✓ N/A 	<ul style="list-style-type: none"> ✓ Enter the actual cost on the first day of the car rental ✓ Do NOT claim mileage ✓ NO reimbursement for extra insurance ✓ Premium upgrades will NOT be reimbursed ✓ Justification is required for non-preferred vendors <ul style="list-style-type: none"> ❖ Using non preferred vendors could result in partial or no reimbursement ✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount. ✓ Attachments preferred in PDF format

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Rental Car Fuel	✓ Estimated Car Fuel	✓ N/A	<ul style="list-style-type: none"> ✓ Enter actual cost ✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount. ✓ Attachments preferred in PDF format
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*The following is a checklist to assist completing requests in the eTravel system or travel expense claim. Adhering to these requirements should reduce or eliminate travel related requests being sent back for revision. We suggest areas to create a similar list if additional information is required internally. This checklist is for reference only. The traveler is responsible for adherence to CSU and TUC Travel Policy.