

	TA - TRAVEL AUTHORIZATION	CASH ADVANCE - please submit cash advance form. Cash Advance does not function in TUC eTravel	ER - EXPENSE REPORT
<b>BEFORE YOU TRAVEL</b>	<ul style="list-style-type: none"> <li>✓ Estimated Cost</li> <li>✓ Create TA <u>PRIOR</u> to travel if required by your department or required by your project</li> <li>✓ Must be <u>APPROVED</u> prior to travel or submitting cash advance or charged to TUC p-card</li> <li>✓ International Travel               <ul style="list-style-type: none"> <li>❖ Refer to Int'l travel below</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Create <u>AFTER</u> TA or travel approval form is approved</li> <li>✓ Request at least 10 days <u>PRIOR</u> to travel</li> <li>✓ Complete cash advance form and submit it through TUC check request in the portal (HR-&gt; Payroll-&gt;TUC Check Request Form</li> <li>✓ PI can request up to 75% of estimated travel costs. Students can request up to 100% of the travel cost.</li> <li>✓ PIs and travelers are responsible to clear cash advance(s).</li> </ul>	N/A
<b>AFTER YOU TRAVEL</b>	<ul style="list-style-type: none"> <li>✓ If TA required and <u>NOT APPROVED</u> prior to travel               <ul style="list-style-type: none"> <li>❖ Complete <a href="#">After the Fact Approval of Travel Request</a> and get signatures. Once Provost Office signs, please send it to <a href="#">Post-Award liaison</a>.</li> <li>❖ If sponsor requires travel approval, Post-Award will contact sponsor and will hold the reimbursement request until approved by sponsor.</li> </ul> </li> </ul>	N/A	<ul style="list-style-type: none"> <li>✓ <b>Create ER for reimbursement within 60 days after the end of your trip. A justification will be required for request submitted after 60 days. IRS considers reimbursement after 60 days to be taxable income.</b></li> <li>✓ Associate TA to the ER if TA was fully approved prior to first day of travel.</li> <li>✓ Meetings &amp; Conferences require an agenda or program</li> </ul>
<b>DAILY EXPENSES</b>	<ul style="list-style-type: none"> <li>✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require:               <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount.</li> <li>✓ Attachments preferred in PDF format.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Request at least 10 days PRIOR to travel</li> <li>✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require:               <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount.</li> <li>✓ PI can request up to 75% of estimated travel costs. Students can request up to 100% of the travel cost.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require:               <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount.</li> <li>✓ Attachments preferred in PDF format</li> <li>✓ Meetings &amp; Conferences require an Agenda</li> </ul>

	<b>TA - TRAVEL AUTHORIZATION</b>	<b>CA - CASH ADVANCE</b>	<b>ER - EXPENSE REPORT</b>
<b>International Travel</b>	<ul style="list-style-type: none"> <li>✓ Go to <a href="#">International and High Risk Travel</a> for instructions</li> <li>✓ Sign up for <a href="#">MyCSUNGlobe</a> (risk management and travel insurance)</li> <li>✓ Submit TA after receiving travel insurance email from myCSUNglobe</li> <li>✓ Must be authorized by the sponsored project to be approved.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Pls and travelers are responsible to clear cash advance(s).</li> <li>✓ Request at least 10 days PRIOR to travel</li> <li>✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require:               <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount.</li> <li>✓ PI can request up to 75% of estimated travel costs. Students can request up to 100% of the travel cost.</li> <li>✓ Pls and travelers are responsible to clear cash advance(s).</li> </ul>	<ul style="list-style-type: none"> <li>✓ Enter actual cost</li> <li>✓ Select Int'l Expense Types (Air, Rental, etc)</li> <li>✓ Attach <u>APPROVED</u> Int'l paper documentation               <ul style="list-style-type: none"> <li>❖ Attach Insurance confirmation from Risk Management/MyCSUNGlobe</li> </ul> </li> <li>✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require:               <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount.</li> <li>✓ Attach <a href="#">Currency Conversion</a> using the date expense incurred or Credit Card Statement</li> <li>✓ <a href="#">Intl. per diem</a></li> </ul>
<b>Air Travel</b>	<ul style="list-style-type: none"> <li>✓ 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).</li> <li>✓ Enter Estimated Cost</li> <li>✓ Enter Round Trip Amount using date of departure</li> <li>✓ Select Int'l or Domestic</li> <li>✓ Plaza Travel – “Payment Type” must be "TUC Paid"</li> <li>✓ Requesting CA - Payment Type must be "Traveler Paid"</li> </ul>	<ul style="list-style-type: none"> <li>✓ Request at least 10 days PRIOR to travel</li> <li>✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require:               <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount.</li> <li>✓ Attachments preferred in PDF format</li> <li>✓ PI can request up to 75% of estimated travel costs. Students can request up to 100% of the travel cost.</li> <li>✓ Pls and travelers are responsible to clear cash advance(s).</li> </ul>	<ul style="list-style-type: none"> <li>✓ Enter actual cost</li> <li>✓ Select Int'l or Domestic</li> <li>✓ On one line, enter round trip amount using departure date</li> <li>✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require:               <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount.</li> <li>✓ Attachments preferred in PDF format</li> <li>✓ WiFi on Flight requires justification</li> <li>✓ Premium upgrades will <u>NOT</u> be reimbursed (preferred seating, travel protection plans, etc).</li> </ul>

	TA - TRAVEL AUTHORIZATION	CA - CASH ADVANCE	ER - EXPENSE REPORT
<b>Baggage Fees</b>	<ul style="list-style-type: none"> <li>✓ Estimated cost</li> </ul>	N/A	<ul style="list-style-type: none"> <li>✓ Enter actual cost</li> <li>✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require:               <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount.</li> <li>✓ Attachments preferred in PDF format</li> </ul>
<b>Ground Transportation</b>	<ul style="list-style-type: none"> <li>✓ Estimated cost</li> <li>✓ Select Int'l or Domestic</li> </ul>	N/A	<ul style="list-style-type: none"> <li>✓ Enter actual cost</li> <li>✓ Select Int'l or Domestic</li> <li>✓ Include tip (not to exceed 20%)</li> <li>✓ Description: Enter TO / FROM</li> <li>✓ Restaurant in Hotel - Do <u>NOT</u> claim transportation to eat outside Hotel</li> <li>✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require:               <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount.</li> <li>✓ Attachments preferred in PDF format</li> </ul>

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<b>Hotel/Lodging</b>	<ul style="list-style-type: none"> <li>✓ Estimated cost</li> <li>✓ Select Int'l or Domestic</li> <li>✓ Hotel <u>OVER</u> \$275 per night               <ul style="list-style-type: none"> <li>❖ Based on <u>Daily Rate</u> (NOT including tax and fees)</li> <li>❖ <u>MUST</u> provide justification</li> </ul> </li> </ul>	N/A	<ul style="list-style-type: none"> <li>✓ Enter actual cost per day</li> <li>✓ Select Int'l or Domestic</li> <li>✓ Supporting document:               <ul style="list-style-type: none"> <li>❖ Hotel Folio receipt with a zero balance</li> </ul> </li> <li>✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require:               <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount.</li> <li>✓ Attachments preferred in PDF format</li> <li>✓ Premium upgrades will NOT be reimbursed (Suites, movies, etc)</li> <li>✓ Lodging with a friend or relative: Non-cash gift up to \$74.99 may be provided to the host per stay.</li> <li>✓ Federal per diem on lodging limits:               <ul style="list-style-type: none"> <li>❖ <a href="#">48 contiguous US</a></li> <li>❖ <a href="#">Alaska, Hawaii, Puerto Rico, Northern Mariana Islands, &amp; US Possessions</a></li> <li>❖ <a href="#">Foreign Per Diem</a></li> </ul> </li> </ul>
<b>Incidentals</b>	<ul style="list-style-type: none"> <li>✓ See <i>Meals</i>.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount.</li> <li>✓ For non-TUC p-card expenses, see <i>Meals</i>.</li> </ul>
<b>Meals</b>	<ul style="list-style-type: none"> <li>✓ M&amp;IE per diem rates</li> <li>✓ Federal per diem:               <ul style="list-style-type: none"> <li>❖ <a href="#">48 contiguous US</a></li> <li>❖ <a href="#">Alaska, Hawaii, Puerto Rico, Northern Mariana Islands, &amp; US Possessions</a></li> <li>❖ <a href="#">Foreign Per Diem</a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ See Advance and Travel Policy</li> </ul>	<ul style="list-style-type: none"> <li>✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount.</li> <li>✓ For non-TUC p-card expenses, federal per diem:               <ul style="list-style-type: none"> <li>❖ <a href="#">48 contiguous US</a></li> <li>❖ <a href="#">Alaska, Hawaii, Puerto Rico, Northern Mariana Islands, &amp; US Possessions</a></li> <li>❖ <a href="#">Foreign Per Diem</a></li> </ul> </li> </ul>

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<b>Mileage</b>	<ul style="list-style-type: none"> <li>✓ A Travel Authorization is not required if the only expenses are mileage and parking</li> </ul>	N/A	<ul style="list-style-type: none"> <li>✓ Enter actual cost per day</li> <li>✓ Enter TO / FROM in the description field                             <ul style="list-style-type: none"> <li>❖ Include time</li> </ul> </li> <li>✓ Attach MapQuest showing claimed miles                             <ul style="list-style-type: none"> <li>❖ Use Home address or CSUN address whichever is less</li> <li>❖ Exception: Leaving from Home on non-business day/hours (Weekends and Holidays)</li> </ul> </li> <li>✓ If carpooling, only the driver can claim reimbursement.</li> <li>✓ Attachments preferred in PDF format</li> </ul>
<b>Parking</b>	<ul style="list-style-type: none"> <li>✓ Estimated Parking fees</li> </ul>	N/A	<ul style="list-style-type: none"> <li>✓ Enter actual cost per day</li> <li>✓ LAX Parking - preferred parking vendor: <a href="#">QuikPark</a> <ul style="list-style-type: none"> <li>❖ Using non preferred vendor could result in partial payment</li> </ul> </li> <li>✓ Airport Parking - Enter full amount on the last day expense occurred</li> <li>✓ Except if paid by TUC p-card, parking \$75 and over require:                             <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount.</li> <li>✓ Attachments preferred in PDF format</li> </ul>

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

<b>Rental Car Fuel</b>	✓ Estimated Car Fuel	✓ N/A	<ul style="list-style-type: none"> <li>✓ Enter actual cost</li> <li>✓ Except for TUC p-card expenses, ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ All expenses charged to TUC p-card must have receipts regardless of dollar amount.</li> <li>✓ Attachments preferred in PDF format</li> </ul>
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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.

Other Resources:

- TUC Travel Approval Procedure: <https://www.csun.edu/sites/default/files/TUC%20Travel%20Approval%20Procedure%2009.23.22.pdf>
- TUC Travel Guidelines: <https://www.csun.edu/sponsoredprograms/reimbursement-travel-expenses>