

eTravel Quick Reference Guide*

	TA - TRAVEL AUTHORIZATION	CA - CASH ADVANCE	ER - EXPENSE REPORT
BEFORE YOU TRAVEL	<ul style="list-style-type: none"> ✓ Estimated Cost ✓ Create TA <u>PRIOR</u> to travel ✓ Must be <u>APPROVED</u> prior to travel ✓ 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 is approved ✓ Request at least 10 days <u>PRIOR</u> to travel ✓ Must be over \$100 per line item ✓ Associate TA to the CA 	N/A
AFTER YOU TRAVEL	<ul style="list-style-type: none"> ✓ TA <u>NOT APPROVED</u> prior to travel <ul style="list-style-type: none"> ❖ Contact VP Office 	N/A	<ul style="list-style-type: none"> ✓ Create ER for reimbursement ✓ Associate TA & CA to the ER ✓ Meetings & Conferences require an Agenda
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 ✓ Attachments preferred in PDF format 	<ul style="list-style-type: none"> ✓ Request at least 10 days <u>PRIOR</u> to travel ✓ Must be over \$100 per line item ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Attachments preferred in PDF format ✓ Associate TA to the CA 	<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 ✓ 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
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 	<ul style="list-style-type: none"> ✓ Request at least 10 days <u>PRIOR</u> to travel ✓ Must be over \$100 per line item ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Attachments preferred in PDF format ✓ Associate TA to the CA 	<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 ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Attach Currency Conversion using the date expense incurred or Credit Card Statement ✓ Attachments preferred in PDF format

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Air Travel	<ul style="list-style-type: none"> ✓ Enter Estimated Cost ✓ Enter Round Trip Amount using date of departure ✓ Select Int'l or Domestic ✓ Plaza Travel – “Payment Type” must be "CSUN Paid" ✓ Requesting CA - Payment Type must be "Traveler Paid" 	<ul style="list-style-type: none"> ✓ Request at least 10 days PRIOR to travel ✓ Must be over \$100 per line item ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Attachments preferred in PDF format ✓ Associate TA to the CA 	<ul style="list-style-type: none"> ✓ Enter actual cost ✓ Select Int'l or Domestic ✓ On one line, enter round trip amount using departure date ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Attachments preferred in PDF format ✓ WiFi on Flight requires justification ✓ Premium upgrades will <u>NOT</u> be reimbursed (preferred seating, travel protection plans, etc).
Baggage Fees	<ul style="list-style-type: none"> ✓ Estimated cost 	N/A	<ul style="list-style-type: none"> ✓ Enter actual cost ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ 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 ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ 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 ✓ California Hotels - Complete Tax Waiver form 	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 ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ 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 \$75 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 ✓ 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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<p>Mileage</p>	<ul style="list-style-type: none"> ✓ A Travel Authorization is not required if the only expenses are mileage and parking 	<p>N/A</p>	<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) ✓ CSU to CSU - Review mileage chart <ul style="list-style-type: none"> ❖ MapQuest not required ✓ Attachments preferred in PDF format
<p>Parking</p>	<ul style="list-style-type: none"> ✓ Estimated Parking fees 	<p>N/A</p>	<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 ✓ Parking \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Attachments preferred in PDF format
<p>Registration Fees</p>	<ul style="list-style-type: none"> ✓ Estimated Registration Fees ✓ Attach Agenda ✓ CSUN Paid <ul style="list-style-type: none"> ❖ Must be over \$100 per line item ❖ Attach Invoice with remittance information ✓ Paid by Chancellor's Office <ul style="list-style-type: none"> ❖ Select "Payment Type" Intercampus Transfer (CPO) ✓ Attachments preferred in PDF Format 	<ul style="list-style-type: none"> ✓ Request at least 10 days PRIOR to travel ✓ Must be over \$100 per line item ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Attachments preferred in PDF format ✓ Associate TA to the CA 	<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 ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Attachments preferred in PDF format
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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 ❖ National <ul style="list-style-type: none"> ▪ Insurance is included with preferred vendors ✓ NO reimbursement for extra insurance ✓ Premium upgrades will NOT be reimbursed ✓ Justification is required for non-preferred vendor use <ul style="list-style-type: none"> ❖ Using non preferred vendors could result in partial or no reimbursement 	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 ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Attachments preferred in PDF format
Rental Car Fuel	<ul style="list-style-type: none"> ✓ Estimated Car Fuel 	N/A	<ul style="list-style-type: none"> ✓ Enter actual cost ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Attachments preferred in PDF format

*The following is a checklist to assist completing requests in the eTravel system. 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 Travel Policy.