Travel Expense Claim Workbook Instructions
Travel and Expense Claims Procedures

All reimbursement requests for travel expenses MUST be submitted on the Travel Expense Claim (TEC) form. Any reimbursement requests for expenses not related to travel must be submitted on the Business Expense Reimbursement (BER) form. When you open the Expense Claims PDF file, you will be asked questions, and based on your answers, will be provided with the correct form. The claim must be submitted to Accounts Payable complete with all required original receipts, required supporting documentation and approvals within 30 days of the end of the travel period unless there is recurrent local travel, in which case Claims may be aggregated and submitted monthly. When a trip lasts more than 90 days, the traveler must submit a quarterly report of expenditures to CI Accounts Payable.

For TECs that are submitted to Accounts Payable more than 30 days after the end of the travel, only expenses documented by receipts will be reimbursed. All expenses for a trip should be included on one TEC. However, if the traveler omits expenses, a second TEC can be submitted as long as the omitted expenses are documented by receipts.

When a receipt is lost or misplaced the traveler needs to obtain a duplicate copy from the establishment. If cash was paid and a replacement receipt cannot be obtained, the traveler will complete the Lost/Missing Receipts Form and attach it to the TEC. Travel Expense Claim should be used for all travel expenses incurred in connection with official university travel. When properly completed and approved this form is used to reimburse the traveler for any additional amount due.

For direct billing arrangements that have been approved in advance, a claim must still be processed as verification that the expense was incurred, even if no reimbursement is due to the traveler.

A Travel Expense Claim form MUST be submitted regardless of amount due or when no reimbursement is due.

The Travel Expense Claim MUST include the cost of all expenses paid by the campus, including ProCard, direct billing, and prepaid expenses. Examples include conference/registration fees, airfare/rental car costs, and workshops/training/professional development classes.

A completed and approved (signed and dated) Travel Authorization MUST be attached to the Travel Expense Claim form.

Completing the Travel Expense Claim Form

The Travel Expense Claim form is located at http://www.csuci.edu/financial-services/forms-tutorials.htm.

It is in PDF format and can be completed, saved and printed from that location. Departments may complete the form on behalf of the traveler in the case of applicants, non-employees, volunteers and/or students. At the top of the form, select the appropriate box for the type of traveler. If a CIT number was obtained from Procurement, please list it at the top of the form. Fill in the name of the traveler. Provide the department and position if applicable. Provide the traveler’s address and phone number. If the TEC is being prepared by someone other than the traveler, provide the preparer’s name and extension number.

List the departure date/time and the return date/time of the trip. Be sure to note AM and PM for the times. The TEC requires the departure date/time (HH:MM AM/PM) and the return date/time (HH:MM AM/PM) of the trip in order for formulas to calculate correctly. Note: There needs to be a space between the minutes and the
AM or PM. TECs that do not list the departure and return dates and times will be returned for correction.

Please check the appropriate box for the preferred delivery method for the reimbursement check: direct deposit, mail or pick up. The preferred method is Direct Deposit. Checks selected for pick up will be available for the traveler at the Student Business Services Office. If the traveler wants someone else to pick up the check, written notice must be sent to the Student Business Services Office by the traveler. The traveler will receive an email from the Student Business Services Office when the check is ready for pickup; the check will be available for 24 hours and will be mailed after that time if not picked up.

**Same-Day Travel**

Use the Same-Day Travel section for travel that begins and ends on the same day and also use this section for claiming overtime meals of one day. List the date and location of the travel. Provide the out of pocket expenses up to the limits set in the Travel Policy in the appropriate boxes.

Under “Meals” list the amount paid for Breakfast and/or Dinner that qualifies for reimbursement. Meal reimbursement for same-day travel and overtime is taxable and must be reported to the State Controller’s Office. Amounts listed in these boxes code to account 606803.

Under “Conference, Workshop and Training Fees” code to account 660009.

Under “General Expenses” list the total amount paid by the traveler or CI for transportation costs such as airfare, shuttles, and rental cars.

Under “Taxi, Tolls, Parking” list the total amount paid for other transportation costs such as taxis, intra-city buses, tolls, parking fees and gasoline expense for rental cars. If the traveler’s personal car was used, list the miles. The mileage amount will be calculated. Students cannot be reimbursed for the use of personal cars, rental cars and any expenses related to their use such as mileage, gasoline expense, parking and tolls.

Under “Other Travel Expense” list the total expenses paid by the traveler for phone calls, faxes, copying services, internet charges and other business expenses as listed in the handbook. The total for all of the expenses will be calculated. Incidental expenses are not reimbursable for same-day travel.

If there is lodging expense, the travel is considered over-night travel and the Domestic Travel section of the TEC should be used.

**Overnight Travel**

Use the Domestic Travel section for travel of more than 24 hours or for any travel that includes lodging expenses. In the Domestic Travel section, use a separate line for each day of the travel period for which there are expenses. Expenses that are paid prior to the travel period such as airfare and/or registration fees may be listed on the first day of the travel period.

**Lodging expenses** should be listed by day. **For each day, list the date of the travel and the location.** Provide the total out of pocket expenses up to the limits set in the handbook in the appropriate boxes. Under “Lodging Cost” list the lodging expense paid (room and room taxes only.)

Under “Meals” list the actual expenditures per meal up to the limits specified in the handbook. Remember that the departure and return days are subject to restricted reimbursement based on travel time.
Under “Incidentals” list any actual expenses paid such as fees and tips to baggage handlers. Incidental expenses are reimbursable on the first day of a trip.

Under “Conference, Workshop and Training Fees,” code to account 660009.

Under “General Expenses” list the total amount paid by the traveler or CI for transportation costs such as air fare, shuttles, and rental cars.

Under “Taxi, Tolls, Parking” list the total amount paid for other transportation costs such as taxis, intra-city buses, tolls, parking fees and gasoline expense for rental cars. If the traveler’s personal car was used, list the miles. The mileage amount will be calculated. Students cannot be reimbursed for the use of personal cars, rental cars and any expenses related to their use such as mileage, gasoline expense, parking and tolls.

Under “Other Travel Expense” list the total expenses paid by the traveler for phone calls, faxes, copying services, internet charges and other business expenses as listed in the handbook.

**Recurrent Local Travel (Monthly TEC)**

Recurrent local travel can be claimed using the "Monthly TEC" worksheet. The Monthly Mileage Log will open automatically as the second page when this type of reimbursement is selected. Under “Taxi, Tolls, Parking” list the total amount paid for any transportation costs such as tolls or parking fees. If the traveler’s personal car was used, list the total amount of miles for the month. The mileage amount will be calculated. The total for all of the expenses will be calculated. Students cannot be reimbursed for recurrent local travel.

**Prepaid Expenses**

Any expenses that were paid by CI and not the traveler must be entered in the appropriate boxes. Using the check boxes, these expenses must show that they were pre-paid by the campus. Expenses paid by CI will be subtracted from the travel expense total so that only the expenses paid by the traveler will be reimbursed. Any other adjustments should be made on the last line of the claim. For example if the supervisor had set a travel reimbursement limit of $1000 and the total expenses paid by the traveler were $1200, an adjustment of $200 should be made. Any explanation of the adjustment should be provided in the “Purpose/Remarks/Details” box. The amount of the reimbursement due to the traveler is calculated.

**Chartfield Section**

Add the appropriate Chartfields in the Chartfield section. There should only be four accounts that would be used for travel: In-state travel (606001), Out-of-state travel (606002), Workshops and Conference Fees (660009) and Taxable Reimbursements (606803—meals for same-day travel and overtime meals). Allocate the total trip expenses to the appropriate Chartfields. The difference in actual reimbursement total will calculate the amount missing if the funding lines do not match the total reimbursable expenses.

**General Information**

Travelers must briefly describe the purpose of the trip. Please avoid the use of acronyms. This section can also be used to comment on any entry on the form that may require clarification.

All required original receipts are to be taped to 8 ½ by 11” paper and attached to the form. Claimants who have
lost receipts should contact the vendors in order to get duplicate receipts.

If a personal vehicle is used, the license plate number must be listed.

The form is set to calculate using the mileage rate set by the IRS.

All claimants are required to sign and date the form. Forms submitted to Accounts Payable without the claimant’s signature will be returned. The form and all required documentation should be submitted to the claimant’s supervisor for signature approval.

**Approval of the Travel Expense Claim form**

All Travel Expense Claim forms must be approved depending on the CI Signature Delegation Authority. Some divisions require a second approval at the Vice President level. In either case, authority to approve TEC may be delegated. However, persons with designated signature authority cannot approve TEC for people in superior positions.

It is the responsibility of the approving department to determine that the TEC has been completed correctly, has all the required documentation and is in compliance with the limits as listed in this handbook.

In addition to required receipts, the Travel Authorization form is required for international travel as this documents that the President has approved the travel and may have approved the US Department of Defense/State Department Meal rate.

If a supervisor sets more restrictive reimbursement limits on the Travel Authorization form, it is the supervisor’s responsibility to verify that the TEC correctly reflects those limits. Supervisors should return any TECs to the traveler for corrections.

TECs must be submitted to Accounts Payable within 30 days of the end of the travel period, therefore supervisors should be timely in approving TECs or returning them to the travelers for correction.

Approvers may only approve expenses allocated to departments and Chartfields over which they have current delegated authority. After approval, the department may send the TEC for Division approval, if required, or directly to Accounts Payable.

**Contact Information**

The Travel Expense Claim Form was created by the CSU Channel Islands Accounts Payable Department. If you have any questions regarding this form or the travel policy, please contact the following:

Accounts Payable  
CSU Channel Islands  
One University Drive  
Camarillo, CA 93012  
(805) 437-3700  
CIAP@csuci.edu