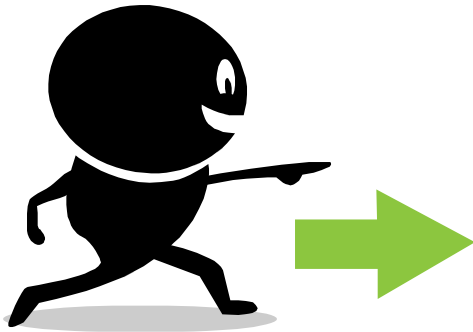


# Travel & Reimbursement

Presented by:  
Myrna StaAna

# Training Guide



Follow me to website links!



You might need to contact  
Karina Cruz in Procurement.

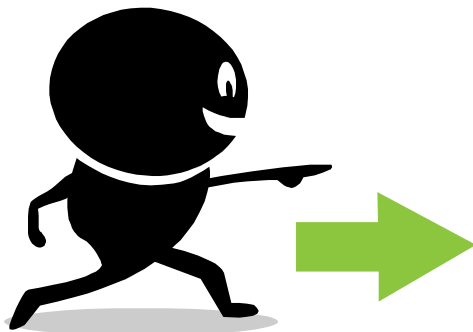
# Navigating to Accounting Forms

All of the accounting forms have been consolidated.

<http://www.csuci.edu/financial-services/accounting.htm>

# Accounting Forms & Policy

<http://www.csuci.edu/financial-services/accounting.htm>



## Accounting

The Accounting department is committed to providing high-quality and prompt customer service to our students, faculty and other staff who serve our students, and the community that supports our campus. The Accounting department is responsible for, but not limited to, the accounting services for the University and all its auxiliary organizations. Those auxiliary organizations currently consist of the CSU Channel Islands Foundation, the University Auxiliary Services, Inc. and the Associated Students, Inc. These responsibilities include:

- Ensuring the integrity of fiscal data through establishment of adequate internal controls to safeguard the assets of the University and its auxiliaries.
- Identifying regulations and other fiscal compliance requirements that must be adhered to, and implementing policies and procedures to ensure campus compliance.
- Proper and timely processing of all cash receipts and disbursements.
- Initiation and payment of debt instruments to support the needs of the campus.
- Billing of students and all funding sources including the State of California, external grantors, third-party sponsors of students and many others.
- Processing student fee payments to the University as well as financial aid receipts and disbursements back to our students.
- Financial and compliance reporting to numerous internal and external customers.
- General support to the campus community in meeting their responsibilities in matters that have fiscal implications.

## Current News & Deadlines

8/14/2017 - In accordance with changes made to the Integrated CSU Administrative Manual (ICSUAM) Travel Policy - 3601.01, the [CSUCI Travel Procedures and Regulations \(PDF, 1.6MB\)](#) have been updated effective August 14, 2017 to add the Travel Ban and Monies Under GC 1139.8 memo issued to the CSU Presidents dated July 27, 2017.

### FINANCIAL SERVICES

[About](#)

[Grants](#)

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[Forms and Tutorials](#)

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### RELATED PAGES

[Student Business Services](#)

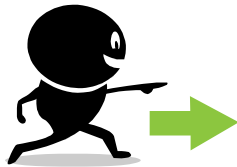
[Division of Business & Financial Affairs](#)

[Budget](#)

[System Support](#)

# Accounting Forms & Policy

<http://www.csuci.edu/financial-services/accounting.htm>



## Accounting Quick Links

- [Forms and Tutorials](#)
- [Finance 101 Training Presentations - November 2015](#)
- [Financial Statements and Audits](#)
- [New & Revised CSU Policies \(ICUSAM Updates - Login Required\)](#)

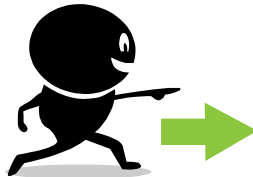
CI Accounting Procedures and Guides	Issue Date	Policy Number
<a href="#">CI Travel Procedures and Regulations (PDF, 1.6MB)</a>	08/2017	ICSUAM ALL
<a href="#">CI Travel Store Handbook (ZIP PDF, 1.75MB)</a>	01/2016	
<a href="#">Travel Definitions and Terminology (PDF, 18KB)</a>		
<a href="#">CSUCI Direct Payment Procedures (PDF, 226KB)</a>	08/2017	
<a href="#">CI Policy on Hospitality, Prizes, Awards, Gifts (PDF, 64KB)</a>	02/2012	
<a href="#">Honorarium &amp; Speaker Fee Guidelines (PDF, 75KB)</a>	09/2008	
<a href="#">Accounting/Budget Terminology (PDF, 109KB)</a>		

CI Petty Cash and Cash Handling Policy/ Guidelines	Issue Date	Policy Number
<a href="#">Petty Cash Active Custodian List (PDF, 94KB)</a>	06/2016	
<a href="#">Petty Cash Procedures - CI Campus (PDF, 167KB)</a>	10/2015	
<a href="#">Petty Cash Policy - CI ASI (PDF, 52KB)</a>	03/2005	ASI 2.0
<a href="#">Petty Cash Policy - CI FDN (PDF, 20KB)</a>	10/2002	
<a href="#">Cash Receipts &amp; Disbursements - CI ASI (PDF, 32KB)</a>	03/2005	ASI 4.0
<a href="#">Cash Receipts &amp; Disbursements - CI FDN (PDF, 45KB)</a>	08/2005	FDN 3.01
<a href="#">Cash Receipts &amp; Disbursements - CI UAS (PDF, 24KB)</a>	07/2004	UAS 4.0
<a href="#">Event Cash Handling - CI ASI (PDF, 25KB)</a>	03/2005	ASI 10.0

CSU ISCUAM Resources (Log-in Required)	Issue Date	Policy Number
<a href="#">CSU ISCUAM Main</a>		ICSUAM ALL
<a href="#">CSU Hospitality Policy</a>	12/2011	ICSUAM 1301.00
<a href="#">CSU Business Travel Policy</a>	11/2015	ICSUAM 2601.01

# Travel Forms

<http://www.csuci.edu/financial-services/forms-tutorials.htm>



## Forms and Tutorials

### News

06/28/2016 - To accommodate new department numbers, Financial Services has released new forms effective July 1, 2016. Prior versions should be discontinued.

#### **IMPORTANT!**

All PDF files on this page require the most current version of Adobe Acrobat Reader to view. If you currently have a version lower than 9.0 or using an alternative browser PDF plug-in and are experiencing difficulties in opening the files you must upgrade to the latest version of Adobe Acrobat Reader.

### Table of Contents

- [Budget Forms](#)
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  - [Invoice Requests](#)
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- [Accounts Payable Forms](#)
  - [Travel Related](#)
  - [State of California Standard \(Numbered\)](#)
  - [Other Accounts Payable](#)
- [Other Forms](#)
- [CI Finance 101 Training Presentations](#)

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#### RELATED PAGES

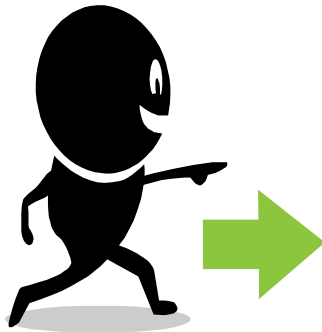
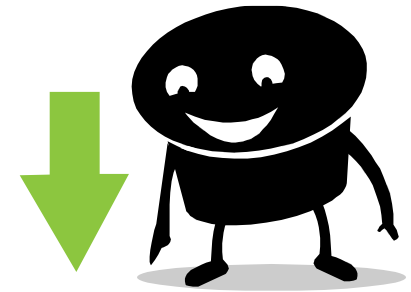
[Student Business Services](#)

[Division of Business & Financial Affairs](#)

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[System Support](#)

# Travel and Expense Claim Form



Accounts Payable - Travel Related	Issued	Instructions	Policy
CIT Request Form (ZIP, 80KB) Request Channel Islands Travel number to use Travel Store and other campus accounts.	01/2016	CI Travel Store Handbook (ZIP, 1.75MB)	CI Travel Procedures and Regulations(PDF, 1.5MB)
<b>NEW</b> Travel Expense Claim Form (2017) (ZIP, 205KB) Valid for travel expenses that occur on or after 01/01/2017.	01/2017	Within form	CI Travel Procedures and Regulations(PDF, 1.5MB)
Travel Expense Claim Form (2016) (ZIP, 200KB) Valid for travel expenses that occur between 07/01/2016-12/31/2016.	07/2016	Within form	CI Travel Procedures and Regulations(PDF, 1.5MB)
<b>NEW</b> International Travel Authorization Form (2017) (ZIP, 155KB) To be completed prior to international travel occurring on or after 01/01/2017.	01/2017	Within form	CI Travel Procedures and Regulations(PDF, 1.5MB)
Monthly Mileage Log (ZIP, 111KB) For employees incur mileage regularly as part of their normal duties.	01/2015	-	CI Travel Procedures and Regulations(PDF, 1.5MB)
Accounts Payable - State of California Standard	Issued	Instructions	Policy
CI Vendor-204 Form - Payee Data Record Packet (ZIP,922KB) For new vendors/suppliers to complete in order to be included in CI system. CI cannot accept W-9 forms from suppliers. Zip includes information sheet, Vendor 204, Supplement 204 and ACH/EFT Authorization Form.	12/2015	Within Zip	-
CA STD 236 - Hotel/Motel Transient Occupancy Tax Waiver (PDF, 161KB) For State of California travelers to provide exemption for hotel/motel taxes when accepted at the time of booking.	09/1991	-	-
CA STD 261- Private Vehicle Use (PDF, 112KB) For all travelers using private vehicles for business purposes.	03/1995	-	-

# GETTING STARTED

- Step 1 :

- TRAVEL AUTHORIZATION

Form to be completed by traveler for insurance purposes.



# Travel Authorization


- Domestic Travel
  - No need to complete travel authorization per CSUCI travel procedures and regulations effective Jan 1, 2016.
- International Travel
  - Original TA signed by departmental approvers + **the President or her Chief of Staff** should be attached to TEC form

# Booking Travel

- Step 2 :
  - Some aspects of travel can be “pre-paid” using Pro-Cards, CI Travel Store or campus accounts.
  - CI Travel Store - COACH AIRFARE
    - Uses a CIT # - submit the CIT Request Form to Karina Cruz
  - Enterprise CSU Account- RENTAL CAR
    - Uses a CIT # - submit the CIT Request Form to Karina Cruz
  - Roadrunner shuttle- SHUTTLE
    - This is a campus account, no CIT# needed.
  - Island Packers - Santa Rosa Island - BOAT
    - Uses a CIT # - submit the CIT Request Form to Karina Cruz



# CIT Request Form

 California State University	Division of <b>BUSINESS &amp; FINANCIAL AFFAIRS</b>	Return Form Electronically To: karina.cruz@csuci.edu
	CHANNEL ISLANDS	

**CHANNEL ISLANDS TRAVEL (CIT) REQUEST FORM**

CIT # Issued:

Traveler's Name:	Department / Division:
Phone:	E-Mail:
Date(s) of Travel:	
Location(s) of Travel:	
Accounting String To Be Charged:	

Which type of expenses will be Direct Billed to the campus?

<input type="checkbox"/> Airfare	<input type="checkbox"/> Car Rental
<input type="checkbox"/> Shuttle	<input type="checkbox"/> SRI Transport
<input type="checkbox"/> Conference / Registration	
<input type="checkbox"/> Workshops / Training	

Will you be requesting a lodging exception? \*

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

If yes, please explain below:


\* A lodging exception is required for amounts exceeding \$275/night, excluding taxes.

For Procurement Use Only	
Processed by:	Date / Time:

# Prepaid Travel Expenses

- CI ProCard- Registrations
  - Paid for in advance on the dept. pro-card.

A "Pre-Paid" expenses is any expenses that were paid by CI but not by the traveler.

Include the receipts/proof of payment in the TEC packet.

Note:

**CI does not allow travel cash advance**

# Transportation not on campus accounts

- Privately Owned Vehicle: (CSU employees must have a current State of California form STD-261 - Authorization to Use Privately Owned Vehicles on State Business on file)
  - Mileage reimbursement of .535/per mile per IRS (2017)
- Rental Car (renting vehicles from non-contracted vendor is prohibited, unless vehicles are unavailable from a contracted vendor)
  - Enterprise Rent-A-Car and National.
  - Insurance will not be reimbursed.
  - Original Gasoline receipt can be reimbursed.
- Other Form of Transportation
  - Train or bus
  - Taxi, shuttles or Public transportation
  - Others

# Transportation

- Airlines
  - Coach or any other discounted economy-class fare
  - Baggage fees are reimbursable
- US Flag Air Carrier/Fly America Act
  - Travel using Federal grants and contracts fund

**Major U.S. Flag Air Carriers and Foreign Carriers in agreement with the Fly America Act:**

Airtran Airways (FL)  
Alaska Airlines (AS)  
America West Airlines (HP)  
American Airlines (AA)  
American Trans Air (TZ)  
Continental Airlines (CO)  
Delta Airlines (DL)  
Frontier Airlines (F9)  
Hawaiian Airlines (HA)  
Midwest Express (YX)  
Northwest Airlines (NW)  
Southwest Airlines (WN)  
Spirit Airlines (NK)  
United Airlines (UA)  
US Airways (US)

# Lodging Options

- Lodging is allowed for traveling on business 25 miles or more miles from campus (one way).
- Maximum lodging rate is \$275.00/per night before taxes and fees. Even if it is the conference hotel....

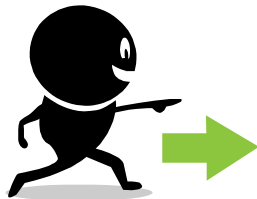
Any lodging over this rate will need a pre-approved exception through Karina Cruz. Please attach approval exception to the TEC packet.



- Staying with friend or relative up to \$75.00

# Hotels within California

Employee should request for tax waivers and/or government rate when booking. Many hotels have this option!



Accounts Payable - State of California Standard	Issued	Instructions	Policy
<a href="#">NEW CI Vendor-204 Form - Payee Data Record Packet(Effective 12/21/2015) (ZIP,922KB)</a> For new vendors/suppliers to complete in order to be included in CI system. CI cannot accept W-9 forms from suppliers. Zip includes information sheet, Vendor 204, Supplement 204 and ACH/EFT Authorization Form.	12/2015	Within Zip	-
<a href="#">CA STD 236 - Hotel/Motel Transient Occupancy Tax Waiver (PDF, 161KB)</a> For State of California travelers to provide exemption for hotel/motel taxes when accepted at the time of booking.	09/1991	-	-
<a href="#">CA STD 261- Private Vehicle Use (PDF, 112KB)</a> For all travelers using private vehicles for business purposes.	03/1995	-	-



# Travel!

- Step 3:

Travel expenses should be directly related to official university business are reimbursable.

Any personal expenses or expenses on days not related to the business travel should not be claimed.

The Traveler should keep original detailed receipts & programs/agendas as needed.

# Reimbursements after Return

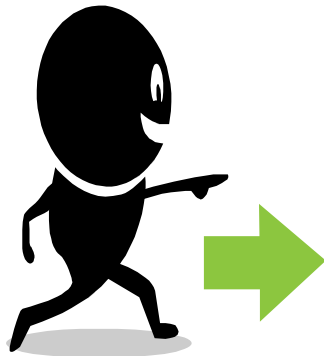
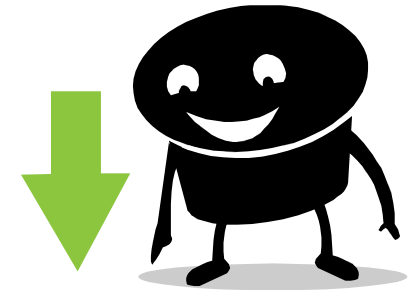
Step 4:

Bring your receipts & TEC form!

Reimbursement for:

- Lodging
- Meals
- Incidental expenses

# Travel and Expense Claim Form



Accounts Payable - Travel Related	Issued	Instructions	Policy
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<b>NEW</b> Travel Expense Claim Form (2017) (ZIP, 205KB) Valid for travel expenses that occur on or after 01/01/2017.	01/2017	Within form	CI Travel Procedures and Regulations(PDF, 1.5MB)
Travel Expense Claim Form (2016) (ZIP, 200KB) Valid for travel expenses that occur between 07/01/2016-12/31/2016.	07/2016	Within form	CI Travel Procedures and Regulations(PDF, 1.5MB)
<b>NEW</b> International Travel Authorization Form (2017) (ZIP, 155KB) To be completed <i>prior</i> to international travel occurring on or after 01/01/2017.	01/2017	Within form	CI Travel Procedures and Regulations(PDF, 1.5MB)
Monthly Mileage Log (ZIP, 111KB) For employees incur mileage regularly as part of their normal duties.	01/2015 -		CI Travel Procedures and Regulations(PDF, 1.5MB)

# Subsistence - Lodging

- Maximum lodging rate is \$275.00/per night before taxes or fees.

Rates over this amount should have been pre-approved through Karina Cruz. Travel without pre-approval should be reduced to the \$275.00 rate.

# Subsistence - Meals

- Overnight Travel
  - Daily meal expenses are reimbursed for travel that includes an overnight stay.
  - Actual meal expenses up to \$55/day
  - No meal reimbursement levels are defined per CSU.
  - Business meal reimbursement of \$75 or over required detailed original receipt, list of attendees and agenda.

# Subsistence - Meals

- Travel less than 12 hrs
  - Breakfast is reimbursable if travel begins 2 hours before work hours. Amount is reportable as income.
  - **Lunch is not reimbursable**
  - Dinner is reimbursable if travel ends 2 hours after work hours. Amount is reportable as income.
  - Actual meal expenses up to \$55/day

# Subsistence - Incidental Expenses

Include

Tips and fees

Housekeeping

Others that are customary in travel

\$7.00 per 24 hrs

# Travel To Alaska, Hawaii and US Possessions

- Lodging
  - \$275/per night before taxes and fees.  
(Same as domestic)
  - Detailed receipt required
- Meals and Incidentals
  - Federal Per Diem for specific location
  - No receipt required.
- <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>



# Travel To International Location

- Lodging, Meals and Incidentals
  - Federal Per Diem for specific location
  - No receipt required.
  - <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

# TAXABILITY OF INTERNATIONAL TRAVEL WITH PERSONAL USE

- Personal travel combined with international business travel maybe subject to tax.
- Trip with taxable event if BOTH of the following conditions are met
  - The total period of the trip is longer than one week, *and*
  - At least 25% of the trip is personal

# Other Reimbursable Travel Expenses

- Registration fees
- Parking fees
- Business expenses
  - copying, mailing, equipment rental, supplies, local and long distance phone call, internet use.

# Approvals and Exceptions

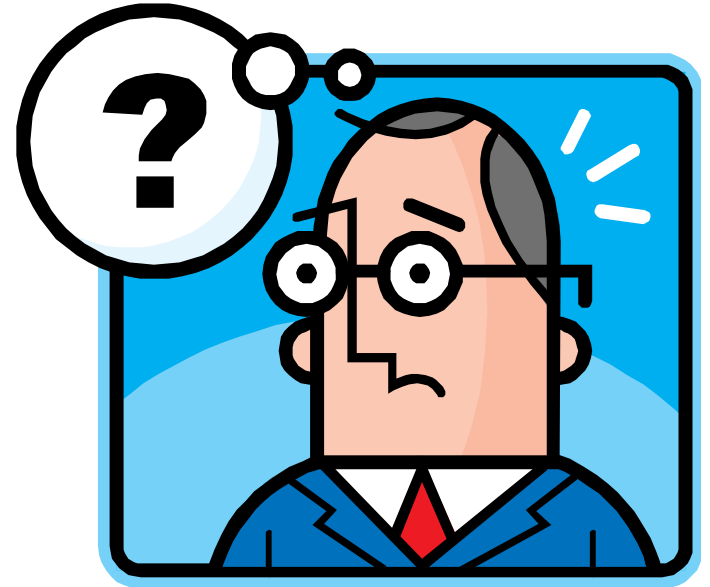
- Travel Exceptions need written justification **IN ADVANCE** in the form of a memo or email approved by the VP of division.
- Over the limit lodging exception needs to be approved **IN ADVANCE** by the Asst VP for Business and Financial Affairs

Contact Karina Cruz for lodging exception.



# TEC Samples

What went wrong?



### Travel Expense Claim Form

Same-Day Travel (STEC)   
  Domestic Travel (TEC)   
  AK/HI/International Travel (ITEC)   
  Monthly Mileage (MEC)

Employee    Claimant's Name: **Stacie Dee**    CIT# Issued by Procurement: \_\_\_\_\_  
 Student (waiver on file)    Full Mailing Address: **1 University Dr. Camarillo, CA 93012**    Phone: **x3700**  
 Volunteer    Private Vehicle License \_\_\_\_\_    Prepared by: **Stacie Dee**    Phone: \_\_\_\_\_  
 Non-Employee/Applicant

Request Date: **11/09/2016**

Departure Date: **Sep 25, 2016** & Time: **6:00am**    Purpose of Trip/Remarks/ Details: **Attach documentation and original itemized receipts (attached to full size scratch paper for scanning) and submit with claim. A Travel Authorization may be required to be attached for travel related items. Please no acronyms. Do not leave blank.**  
 Return Date: **Sep 28, 2016** & Time: **6:00pm**    **Attended 2016 FOA Conference Oakland, CA**

How many travel days are personal days? \_\_\_\_\_

**General Expenses:** Please indicate if paid via Pro-Card, direct billing or a pre-paid campus account :

Airfare Costs: <b>\$150.00</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, Traveler Paid	Conference /Registration/Fees: <b>\$468.00</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, Traveler Paid
Rental Car Costs: <b>\$83.56</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, Traveler Paid	Workshops/Training/Prof. Dev	<input type="checkbox"/> Yes <input type="checkbox"/> No, Traveler Paid
Shuttle Costs:	<input type="checkbox"/> Yes <input type="checkbox"/> No, Traveler Paid	Santa Rosa Island Transport:	<input type="checkbox"/> Yes <input type="checkbox"/> No, Traveler Paid

Date MM/DD/YY	Destination/Location	Lodging Cost	Daily Meals			Incidentals	Taxi, Tolls, Parking, Transport	Private Car Use		Other Expenses	Total Daily Expenses
			Breakfast	Lunch	Dinner			Miles	Amount		
9/25/16	Camarillo, CA to Burbank, CA	\$178.00	\$10.00	\$26.50	\$24.85	\$3.00		46	\$24.84	\$25.00	\$292.19
9/26/16		\$178.00		\$25.18		\$7.00					\$210.18
9/27/16		\$178.00				\$8.00					\$186.00
9/28/16	Burbank, CA to Camarillo, CA	\$178.00			\$17.45	\$5.00	\$40.00	46	\$24.84	\$25.00	\$290.29

More Expense Lines Needed

**Source of Funding:**    **Total Reimbursable Expenses:** **\$1,212.66**

Account	Fund	Department	Program	Class	Project	Amount
606001	G D 9 0 1	9 3 0 1 2 C				\$1,000.00

Actual Reimbursed Total: \$ 1,000.00

HEREBY CERTIFY that I was authorized to travel and the above is a true statement of the travel expenses incurred by me in accordance with the applicable California State University policies and CI policies, and that all items shown were for the official business of The California State University. Furthermore, I HEREBY CERTIFY that I will not seek reimbursement for a duplicate claim or from any other source. APPROVALS-I am authorized to approve this travel expense claim, as it services a CI business purpose, and I certify that adequate funds are available.

**Stacie Dee**  
 Print Name of Traveler    \_\_\_\_\_    Traveler's Signature    \_\_\_\_\_    Date    \_\_\_\_\_  
**Approver Name**  
 Print Name of Approver & Extension    \_\_\_\_\_    Approver's Signature    \_\_\_\_\_    Date    \_\_\_\_\_  
 Print Name of Approver & Extension    \_\_\_\_\_    Approver's Signature    \_\_\_\_\_    Date    \_\_\_\_\_

**Accounts Payable Use Only:**    Mileage Rate: **0.54**

<input type="checkbox"/> TA (International Only)	<input type="checkbox"/> AP(NoEarly, CoadyOnly)
<input type="checkbox"/> Agenda	<input type="checkbox"/> RC(Integrise, NoInser)
<input type="checkbox"/> Registration	<input type="checkbox"/> Pwd(Dia/Vald)
<input type="checkbox"/> Lodging (Original, Itemized)	<input type="checkbox"/> L(827/Smith)
<input type="checkbox"/> Transport (Original)	<input type="checkbox"/> M(855/4)    M(875+Receipts)
<input type="checkbox"/> Invoice (Original, Itemized)	<input type="checkbox"/> M(855/4)
<input type="checkbox"/> Mileage Maps/Verify	<input type="checkbox"/> R(8/0)
<input type="checkbox"/> Approval Signatures	AP (Var) \$ <b>\$212.66</b> Version 16.04

# Submission and Payment

TECs should be received in AP on Friday before the end of business day in order to be paid the following week.

**M- F (by 5:00pm)  
pay the following week.**

The schedule check runs are the following

Campus - Wednesdays.  
CI Foundation and ASI - Mondays  
Site Authority and AUS - Fridays  
Student Refunds - Fridays

Direct Deposit (EFT and ACH ) are paid on Tuesdays and Thursdays.

# Contact Information

- Myrna Sta Ana (805) 437-8489
  - [myrna.staana@csuci.edu](mailto:myrna.staana@csuci.edu)
- Martha Garcia (805) 437-3238 (campus A-G, FDN and ASI)
  - [martha.garcia@csuci.edu](mailto:martha.garcia@csuci.edu)
- Stacie Dee (805) 437-8578 (Campus H-Z)
  - [Stacie.dee@csuci.edu](mailto:Stacie.dee@csuci.edu)



Q & A

