

## TRAVEL INSTRUCTIONAL GUIDE (8/11/16)

### How to complete a Request for Authorization to Travel form (Domestic Travel)

1. Complete a Travel Authorization form

Link to Request for Authorization to Travel form: <http://www2.humboldt.edu/forms/node/316>  
 If someone else needs to be cc'd with the travel authorization number, indicate a travel arranger's name and email address.

**HUMBOLDT STATE UNIVERSITY** Travel Authorization#: \_\_\_\_\_

**REQUEST FOR AUTHORIZATION TO TRAVEL (Domestic Travel)**

Campus Business Unit: (check one)  HMCMP  HMADV  HMSPF

Traveler category: (if students traveling with group, attach EO-1041)  
 Faculty (attach class schedule)  Group Travel (complete EO-1041)  
 Staff/Administration  Students (complete EO-1041)

NEW DOCUMENT  
 REVISED  
 CANCEL TRAVEL

Traveler/Group Leader (print clearly): Sally B. Traveler Phone # 826-3127  
 Dept/Position: Admissions/Recruiter Traveler's Email: sallie.traveler@humboldt.edu  
 Travel Arranger's Name: Joseph Arranger Travel Arranger's Email: joel.arranger@humboldt.edu  
 Purpose of Trip: Recruiting  
 Destination State: CA City: Los Angeles Dates - From: May 11, 2015 To: May 15, 2015  
 Scheduled event begin: May 11, 2015 Time: 8:00am Scheduled event end: May 15, 2015 End time: 4:00pm

**Chartfield String**

Account	Fund	Dept	Program	Class	Project	Amount
606001 In-State	HM500	D20018				1,800
660009 Registration	HM500	D20018				200

Mode of transportation (check all that apply):  
 Commercial air carrier  \*Rental vehicle  \*State vehicle  \*Private: complete [STD 261 form](#)  
\*If you will be driving, a current Defensive Driving Training certification is required to be on file. If not yet done, go to [https://training.humboldt.edu/required\\_training.php](https://training.humboldt.edu/required_training.php) to complete your training before obtaining an authorization to travel.

If a travel advance is needed, indicate travel advance amount, purpose of advance, and attach supporting documents.

Travel Advance Requested: \$ 200 Estimated Cost to Encumber (including direct bill): \$ 2,000

Purpose of Advance: To pay for conference registration (see attached)

Comments/Special Instructions:  
\$200 payable to Los Angeles College Fair (please attach registration form with payment)

Sign/Date in the "Traveler's Signature" section

**For Traveler/Group Leader:** By signing below, I certify that I have read and agree to follow and be bound by the HSU travel policy. If I do not complete and submit a valid travel expense claim by the conclusion of this trip, I authorize HSU to deduct from my wages travel advances, which include the prepayment of expenses related to, airline tickets and registration fees. I certify that if I am driving, I have completed and am current on Defensive Driving Training certification.

**(REQUIRED) Traveler's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Print Form**

2. Obtain approval signature(s)

**ALL APPROVAL SIGNATURES ARE REQUIRED FOR DOMESTIC TRAVEL (as indicated below)**  
 By signing, I certify that I have read and complied with the Approving Authority Responsibility section of the HSU travel policy and that the traveler has completed all forms required by the HSU travel policy.

\_\_\_\_\_  
 Dept. Chair/Supervisor's Name (PRINT) Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Dean/Asst. Dean, if applicable (PRINT) Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Manager/Director/AVP/VP/Asst Provost/Provost (PRINT) Signature \_\_\_\_\_ Date \_\_\_\_\_

May be approved/signed by the authorized administrator responsible for the budget unit that is covering the travel expense or your immediate supervisor.

(Note: International travel requires approval by the International Center Director and the campus President. In some cases also requires the Chancellor's approval. To request International Travel, use the Request for International Travel form.)

3. Submit the travel authorization form to SBS 345

Ideally, the original should be submitted to Business Services Office (SBS 345), however a copy may be emailed to [travel@humboldt.edu](mailto:travel@humboldt.edu) or faxed to 826-5703 if a travel authorization number is needed right away. (Then send the original via campus mail to SBS 345 with a note that a copy was previously submitted to avoid a duplicate travel authorization number from being issued.)

## TRAVEL INSTRUCTIONAL GUIDE (8/11/16)

### How to complete a Request for International Travel form

<p>1. Complete a Request for International Travel form</p>	<p>Link to Request for International Travel form: <a href="http://www2.humboldt.edu/forms/node/564">http://www2.humboldt.edu/forms/node/564</a></p> <p>If someone else needs to be cc'd with the travel authorization number, indicate a travel arranger's name and email address.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;"><b>REQUEST FOR INTERNATIONAL TRAVEL</b></p> <p style="margin: 0;"><small>Campus Business Unit: (check one)</small></p> <p style="margin: 0;"><input checked="" type="checkbox"/> HMCMP    <input checked="" type="checkbox"/> Faculty (<a href="#">attach class schedule</a>)    <input type="checkbox"/> Group Travel (<a href="#">complete EO-1041</a>)    <input checked="" type="checkbox"/> NEW DOCUMENT</p> <p style="margin: 0;"><input type="checkbox"/> HMADV    <input type="checkbox"/> Staff/Administration    <input type="checkbox"/> Students (<a href="#">complete EO-1041</a>)    <input type="checkbox"/> REVISED</p> <p style="margin: 0;"><input type="checkbox"/> HMSPF    <input type="checkbox"/> CANCEL TRAVEL</p> <p style="margin: 0;">Traveler/Group Leader (print clearly): <u>Jane Worldtraveler</u>    Phone # <u>826-5432</u></p> <p style="margin: 0;">Dept/Position: <u>Wildlife / Lecturer</u>    Traveler's Email: <u>jane.worldtraveler@humboldt.edu</u></p> <p style="margin: 0;">Travel Arranger's Name: <u>Joseph Arranger</u>    Travel Arranger's Email: <u>joseph.arranger@humboldt.edu</u></p> <p style="margin: 0;">Purpose of Trip: <u>Field research</u></p> <hr/> <p style="margin: 0;"><b>Emergency Contact:</b> Name: <u>Steve Worldtraveler</u>    Phone # <u>599-1234</u>    Email: <u>worldtravelers@gmail.com</u></p> <p style="margin: 0;">Destination Country: <u>Japan</u>    State/City: <u>Osaka</u>    Dates: <u>07/05-07/09/15</u></p> <p style="margin: 0;">Destination Country: _____    State/City: _____    Dates: _____</p> <p style="margin: 0;"><u>Chartfield String:</u></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Project</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>660010 Travel Insurance</td> <td>HM500</td> <td>D20000</td> <td></td> <td></td> <td></td> <td>*\$100.00*</td> </tr> <tr> <td>606830 Foreign Travel</td> <td>HM500</td> <td>D20000</td> <td></td> <td></td> <td></td> <td>1,900</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="margin: 0; font-size: small;">*Please note: Actual insurance costs are dependent upon the duration and destination of travel. Please consider this expense in travel planning.*</p> </div> <p>If a travel advance is needed, indicate travel advance amount, purpose of advance, and attach supporting documents.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="margin: 0;">Travel Advance Requested: \$ <u>1,497</u>    <b>Estimated Cost to Encumber</b> (including direct bill): \$ <u>2,000</u></p> <p style="margin: 0;">Purpose of Advance: <u>Prepaid airfare, need reimbursement (see attached receipt)</u></p> <p style="margin: 0;">Comments/Special Instructions: _____</p> </div> <p>Sign/Date in the "Traveler's Signature" section</p> <p><b>HSU strongly advises all travelers to register with the U.S. Department of State's STEP (Smart Traveler Enrollment Program):</b> <a href="https://step.state.gov/step/">https://step.state.gov/step/</a>    <input checked="" type="checkbox"/> I have registered. Attached is my STEP registered itinerary.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="margin: 0; font-size: small;"><b>For Traveler/Group Leader:</b> By signing below, I certify that I have read and agree to follow and be bound by the HSU travel policy. If I do not complete and submit a valid travel expense claim by the conclusion of this trip, I authorize HSU to deduct from my wages travel advances, which include the prepayment of expenses related to, airline tickets and registration fees. I certify that if I am driving, I have completed and am current on Defensive Driving Training certification.</p> <p style="margin: 0; text-align: center;"><b>Traveler signs</b></p> <p style="margin: 0;">(REQUIRED) Traveler's Signature: _____    Date: _____    <span style="float: right;">Print Form</span></p> </div>	Account	Fund	Dept	Program	Class	Project	Amount	660010 Travel Insurance	HM500	D20000				*\$100.00*	606830 Foreign Travel	HM500	D20000				1,900							
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<p>2. Obtain approval signature</p>	<p style="text-align: center; font-weight: bold; font-size: small;">ALL APPROVAL SIGNATURES (below) ARE REQUIRED FOR INTERNATIONAL TRAVEL</p> <p style="margin: 0; font-size: x-small;">By signing, I certify that I have read and complied with the Approving Authority Responsibility section of the HSU travel policy and that the traveler has completed all forms required by the HSU travel policy.</p> <p style="margin: 0;">Reviewed by budget analyst (indicate initials): _____</p> <p style="margin: 0;">1) Dept. Chair/Supervisor's Name (PRINT) _____ Signature _____ Date _____</p> <p style="margin: 0;">2) Dean/Asst. Dean's (as applicable) Name (PRINT) _____ Signature _____ Date _____</p> <p style="margin: 0;">3) Director of Center for Int'l programs Name (PRINT) _____ Signature _____ Date _____    <input type="checkbox"/> Requires Chancellor's approval</p> <p style="margin: 0;">4) President/President's Designee Name (PRINT) _____ Signature _____ Date _____</p> <p>International travel requires approval by the International Center Director and the campus President. In some cases also requires the Chancellor's approval.</p>																												
<p>3. Submit the travel authorization form to SBS 345</p>	<p>Give a copy to Contracts &amp; Procurement/Risk Management to process foreign travel insurance.</p> <p>Ideally, the original should be submitted to Business Services Office (SBS 345), however a copy may be emailed to <a href="mailto:travel@humboldt.edu">travel@humboldt.edu</a> or faxed to 826-5703 if a travel authorization number is needed right away. (Then send the original via campus mail to SBS 345 with a note that a copy was previously submitted to avoid a duplicate travel authorization number from being issued.)</p>																												

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### How to book travel through CalTravelStore

<p>1. Call CalTravelStore</p>	<p>Call (916) 376-3989 option 42 to speak to an agent.          If you prefer, you can also book travel using CalTravelStore’s online booking tool Concur. In order to use <a href="#">Concur</a>, you would first need to be given access. Contact the Concur system administrator <a href="#">Adele Desadier</a> 826-3127 to obtain access. *Refer to “How to book a trip in Concur” for instructions.</p> <p>CalTravelStore is the only State of California agency that is able to book state airfare rates. They can also book rental car and hotel/lodging. (You will be asked to provide credit card information in order to hold the hotel/lodging reservations.)</p> <p>NOTE: *You may still call <a href="#">Giselle’s Travel</a> (if you prefer) at (800) 523-0100, however they will not be able to obtain state airfare rates.</p>
<p>2. Provide the following information to CalTravelStore agent</p>	<ul style="list-style-type: none"> <li>• Name of traveler (as it appears on the government issued ID the traveler will be using when checking in with the airlines)</li> <li>• Date of birth</li> <li>• Travel Authorization Number (which you should have already obtained from HSU’s travel office when you submitted the Travel Authorization form.)</li> </ul>
<p>3. Travel agency service fee</p>	<p>CalTravelStore’s service fees:</p> <ul style="list-style-type: none"> <li>• Agent assistance (over the phone): \$14</li> <li>• Booked online via Concur: \$9</li> </ul> <p>Giselle’s Travel service fees:</p> <ul style="list-style-type: none"> <li>• Agent assistance (over the phone): \$15</li> <li>• If booked using <a href="#">online request form</a>: \$10</li> </ul>

## TRAVEL INSTRUCTIONAL GUIDE (8/11/16)

### How to complete a Travel Expense Claim form (for Domestic Travel)

<p>1. Fill out Claimant's (traveler's) information on the top section of the form</p>	<p>Link to Travel Expense Claim form: <a href="http://www2.humboldt.edu/forms/node/90">http://www2.humboldt.edu/forms/node/90</a></p> <div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: right;">Travel Authorization Number:</td> <td style="text-align: center;"><b>0112345</b></td> </tr> <tr> <td colspan="3" style="text-align: center;"><b>TRAVEL EXPENSE CLAIM</b></td> </tr> <tr> <td style="font-size: 8px;">Claimant's Name</td> <td style="font-size: 8px;">HSU ID</td> <td style="font-size: 8px;">Phone Number</td> </tr> <tr> <td>SALLY B. TRAVELER</td> <td>01019876</td> <td>826-3127</td> </tr> <tr> <td style="font-size: 8px;">Position/Title</td> <td colspan="2" style="font-size: 8px;">Department</td> </tr> <tr> <td>Recruiter</td> <td colspan="2">Admissions</td> </tr> <tr> <td style="font-size: 8px;">Address (campus or residential)</td> <td style="font-size: 8px;">City</td> <td style="font-size: 8px;">State Zip</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> <div style="text-align: right; font-size: 8px; margin-top: 5px;">Page 1 of 1 Date received in SBS 345</div> </div> <p>If traveler is other than staff/faculty/admin, include the mailing address and phone number.</p>	Travel Authorization Number:		<b>0112345</b>	<b>TRAVEL EXPENSE CLAIM</b>			Claimant's Name	HSU ID	Phone Number	SALLY B. TRAVELER	01019876	826-3127	Position/Title	Department		Recruiter	Admissions		Address (campus or residential)	City	State Zip																																																																																														
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<p>2. Log expenses already paid by HSU or directly billed to HSU in the "Purchased by University" section</p>	<p>If airfare was booked through CalTravelStore, be sure to include the service fee in the airfare amount. (\$14 for agent assisted travel booking.)</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th colspan="2" style="background-color: #e0e0e0;">Purchased by University</th> <th>LODGING</th> <th>RENTAL CAR</th> <th>TAXI, TOLLS, SHUTTLE, PARKING</th> <th>AIRFARE</th> <th>REGISTRATION FEE</th> <th>OTHER BUSINESS EXPENSES</th> <th>TOTAL EXPENSES FOR DAY</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="font-size: 8px;">List items already paid by HSU/directly billed to HSU (airfare, rental car, hotel, conference fee prepaid)</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="2" style="background-color: #e0e0e0;">Booked by CalTravelStore</td> <td> </td> <td>\$188.75</td> <td> </td> <td>\$535.70</td> <td> </td> <td> </td> <td>\$724.45</td> </tr> <tr> <td colspan="2" style="background-color: #ffff00;">Registration - prepaid &amp; reimbursed</td> <td> </td> <td> </td> <td> </td> <td> </td> <td>\$200.00</td> <td> </td> <td>\$200.00</td> </tr> <tr> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> <td colspan="2" style="background-color: #e0e0e0;"><b>Subtotals:</b></td> <td> </td> <td>\$188.75</td> <td>\$535.70</td> <td>\$200.00</td> <td>\$924.45</td> </tr> </tbody> </table>	Purchased by University		LODGING	RENTAL CAR	TAXI, TOLLS, SHUTTLE, PARKING	AIRFARE	REGISTRATION FEE	OTHER BUSINESS EXPENSES	TOTAL EXPENSES FOR DAY	List items already paid by HSU/directly billed to HSU (airfare, rental car, hotel, conference fee prepaid)									Booked by CalTravelStore			\$188.75		\$535.70			\$724.45	Registration - prepaid & reimbursed						\$200.00		\$200.00	+	-	<b>Subtotals:</b>			\$188.75	\$535.70	\$200.00	\$924.45																																																																						
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<p>3. Indicate daily expenses in the appropriate line/column.</p> <p style="text-align: right; margin-top: 10px;">→ Use this box to explain expenses and provide additional information or instructions</p>	<p style="font-size: 8px;">If claiming for use of personal/private vehicle, indicate vehicle license plate #: <input style="width: 100px;" type="text" value="XYZ2354"/> <input checked="" type="checkbox"/> I certify that I completed the <a href="#">STD261 form</a> (for regular reimbursement)</p> <p style="text-align: right; font-size: 8px;">Regular Reimbursement <input checked="" type="radio"/> Relocation <input type="radio"/></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th colspan="2" style="background-color: #e0e0e0;">Purchased by Employee</th> <th rowspan="2">LODGING Daily Charges</th> <th colspan="3">MEALS</th> <th rowspan="2">INCIDENTALS</th> <th rowspan="2">AIRFARE &amp; BAG FEES</th> <th rowspan="2">RENTAL CAR &amp; FUEL</th> <th rowspan="2">TAXI, TOLLS, SHUTTLE, PARKING</th> <th colspan="3">PRIVATE CAR USE</th> <th rowspan="2">REGISTRATION FEE</th> <th rowspan="2">OTHER BUSINESS EXPENSES</th> <th rowspan="2">TOTAL EXPENSES FOR DAY</th> </tr> <tr> <th>DATE (mm/dd/yy)</th> <th>LOCATION(S) OF EXPENSE List all expenses paid by the traveler</th> <th>BREAK-FAST</th> <th>LUNCH</th> <th>DINNER</th> <th>MILES</th> <th>Mileage Rate</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>05/11/15</td> <td>Arcata to Los Angeles</td> <td>\$155.75</td> <td> </td> <td> </td> <td>\$35.42</td> <td>\$7.00</td> <td>\$25.00</td> <td>\$20.00</td> <td>12</td> <td>\$0.540</td> <td>\$6.48</td> <td> </td> <td>\$10.00</td> <td>\$259.65</td> </tr> <tr> <td>05/12/15</td> <td>Los Angeles</td> <td>\$155.75</td> <td> </td> <td> </td> <td>\$28.56</td> <td>\$7.00</td> <td> </td> <td>\$20.00</td> <td> </td> <td>\$0.540</td> <td>\$0.00</td> <td> </td> <td>\$10.00</td> <td>\$221.31</td> </tr> <tr> <td>05/13/15</td> <td>Los Angeles</td> <td>\$155.75</td> <td> </td> <td> </td> <td>\$18.40</td> <td>\$7.00</td> <td> </td> <td>\$20.00</td> <td> </td> <td>\$0.540</td> <td>\$0.00</td> <td> </td> <td>\$10.00</td> <td>\$211.15</td> </tr> <tr> <td>05/14/15</td> <td>Los Angeles</td> <td> </td> <td> </td> <td>\$16.36</td> <td> </td> <td>\$7.00</td> <td> </td> <td>\$45.00</td> <td>12</td> <td>\$0.540</td> <td>\$6.48</td> <td> </td> <td>\$10.00</td> <td>\$84.84</td> </tr> <tr> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> <td colspan="2" style="background-color: #e0e0e0;"><b>Subtotals:</b></td> <td>\$467.25</td> <td>\$16.36</td> <td>\$82.38</td> <td>\$28.00</td> <td>\$25.00</td> <td> </td> <td>\$105.00</td> <td>24</td> <td>\$12.96</td> <td>\$40.00</td> <td>\$776.95</td> </tr> </tbody> </table> <p style="font-size: 8px; margin-top: 5px;"><input checked="" type="checkbox"/> Meal expenses being claimed does not include alcoholic beverage(s)</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr> <td rowspan="5" style="width: 15%; font-size: 8px; vertical-align: middle;"><b>Remarks/Details</b></td> <td style="font-size: 8px;">Breakfast/lunches 5/12-5/13/15 provided at conference. Breakfast 5/14/15 provided at conference. Mileage claimed are for travel using my personal car to/from airport. Internet charges \$10/day is for hotel internet charges. \$200 already reimbursed to me for prepaid conference registration paid with my personal credit card.</td> <td style="text-align: right;"><b>Total Travel Claim:</b></td> <td style="text-align: right;">\$1,701.40</td> </tr> <tr> <td> </td> <td style="text-align: right;">Less amount already paid by HSU:</td> <td style="text-align: right;">\$924.45</td> </tr> <tr> <td> </td> <td style="text-align: right;"><b>Subtotal:</b></td> <td style="text-align: right;">\$776.95</td> </tr> <tr> <td> </td> <td style="text-align: right;">Less any cash advance provided prior to trip:</td> <td style="text-align: right;">\$200.00</td> </tr> <tr> <td> </td> <td style="text-align: right;"><b>Amount to be reimbursed to traveler:</b></td> <td style="text-align: right;">\$576.95</td> </tr> </table> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Lodging receipt needs to be itemized and shows paid in full</li> <li>• Any expense \$25 and above requires an itemized original receipt             <ul style="list-style-type: none"> <li>○ Meal receipt needs to be itemized and may include tip in the expense</li> <li>○ If meal receipt contains alcoholic beverage, deduct the alcohol charge (and applicable taxes) from the receipt and claim the appropriate amount</li> <li>○ If meal charge is included in hotel receipt, log the meal expense under the appropriate meal expense</li> <li>○ Put a check mark in the box next to "Meal expenses being claimed does not include alcoholic beverage(s)"</li> </ul> </li> <li>• If there are parking charge(s) or internet charge(s) on the hotel receipt, log those expenses separately under the appropriate column.             <ul style="list-style-type: none"> <li>○ Hotel internet – log it under "Other Business Expense" column</li> <li>○ Parking – log it under "Taxi, Tolls, Shuttle, Parking" column</li> <li>○ Room service – log it under the appropriate meal column – be sure to also include an itemized receipt for the meal and to remove any alcohol charges</li> </ul> </li> <li>• If claiming mileage (for personal vehicle), be sure to indicate your vehicle license plate number and check box certifying you completed form STD 261.</li> <li>• Gas receipt should be for rental car only. Mileage is for use of personal vehicle.</li> </ul>	Purchased by Employee		LODGING Daily Charges	MEALS			INCIDENTALS	AIRFARE & BAG FEES	RENTAL CAR & FUEL	TAXI, TOLLS, SHUTTLE, PARKING	PRIVATE CAR USE			REGISTRATION FEE	OTHER BUSINESS EXPENSES	TOTAL EXPENSES FOR DAY	DATE (mm/dd/yy)	LOCATION(S) OF EXPENSE List all expenses paid by the traveler	BREAK-FAST	LUNCH	DINNER	MILES	Mileage Rate	AMOUNT	05/11/15	Arcata to Los Angeles	\$155.75			\$35.42	\$7.00	\$25.00	\$20.00	12	\$0.540	\$6.48		\$10.00	\$259.65	05/12/15	Los Angeles	\$155.75			\$28.56	\$7.00		\$20.00		\$0.540	\$0.00		\$10.00	\$221.31	05/13/15	Los Angeles	\$155.75			\$18.40	\$7.00		\$20.00		\$0.540	\$0.00		\$10.00	\$211.15	05/14/15	Los Angeles			\$16.36		\$7.00		\$45.00	12	\$0.540	\$6.48		\$10.00	\$84.84	+	-	<b>Subtotals:</b>		\$467.25	\$16.36	\$82.38	\$28.00	\$25.00		\$105.00	24	\$12.96	\$40.00	\$776.95	<b>Remarks/Details</b>	Breakfast/lunches 5/12-5/13/15 provided at conference. Breakfast 5/14/15 provided at conference. Mileage claimed are for travel using my personal car to/from airport. Internet charges \$10/day is for hotel internet charges. \$200 already reimbursed to me for prepaid conference registration paid with my personal credit card.	<b>Total Travel Claim:</b>	\$1,701.40		Less amount already paid by HSU:	\$924.45		<b>Subtotal:</b>	\$776.95		Less any cash advance provided prior to trip:	\$200.00		<b>Amount to be reimbursed to traveler:</b>	\$576.95
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## TRAVEL INSTRUCTIONAL GUIDE (8/11/16)

	<ul style="list-style-type: none"> <li>If you received a cash advance prior to travel, indicate that amount on the bottom of the Travel Expense Claim in the "Less any cash advance provided prior to trip:" field.</li> </ul>										
<p>4. If no travel authorization number or if only claiming mileage, provide the chartfield information</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Chartfield:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%; height: 20px;"></td> <td style="border: 1px solid black; width: 20%; height: 20px;"></td> <td style="border: 1px solid black; width: 20%; height: 20px;"></td> <td style="border: 1px solid black; width: 20%; height: 20px;"></td> <td style="border: 1px solid black; width: 20%; height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">Account</td> <td style="text-align: center; font-size: small;">Fund</td> <td style="text-align: center; font-size: small;">Department</td> <td style="text-align: center; font-size: small;">Program</td> <td style="text-align: center; font-size: small;">Class</td> </tr> </table> </div> <p>*If you already have a travel authorization number, expenses will be charged to the chartfield you provided on the travel authorization form.</p>						Account	Fund	Department	Program	Class
Account	Fund	Department	Program	Class							
<p>5. Sign the form and obtain approval signature</p>	<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td rowspan="4" style="width: 20%; text-align: center; vertical-align: middle;"><b>Signatures</b></td> <td style="width: 60%;">I HEREBY CERTIFY: That a) I received authorization to travel; b) this travel was necessary to conduct official business; c) expenses are true and accurate in accordance with HSU Travel Policy and procedures; d) I will not seek reimbursement from any other source; e) if requesting mileage reimbursement, I have satisfied the State Defensive Driving Training requirements and have completed the STD 261 form as it relates to regular mileage reimbursement.</td> <td style="width: 20%; text-align: right;">c) expenses are in accordance with HSU Travel Policy and procedures.</td> </tr> <tr> <td>Signature of Traveler <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span></td> <td>Date: <span style="border-bottom: 1px solid black; display: inline-block; width: 50px;"></span></td> </tr> <tr> <td>Approver Name <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span></td> <td>Approval Signature <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span> Date: <span style="border-bottom: 1px solid black; display: inline-block; width: 50px;"></span></td> </tr> <tr> <td>Approver Name <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span></td> <td>Approval Signature <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span> Date: <span style="border-bottom: 1px solid black; display: inline-block; width: 50px;"></span></td> </tr> </table>	<b>Signatures</b>	I HEREBY CERTIFY: That a) I received authorization to travel; b) this travel was necessary to conduct official business; c) expenses are true and accurate in accordance with HSU Travel Policy and procedures; d) I will not seek reimbursement from any other source; e) if requesting mileage reimbursement, I have satisfied the State Defensive Driving Training requirements and have completed the STD 261 form as it relates to regular mileage reimbursement.	c) expenses are in accordance with HSU Travel Policy and procedures.	Signature of Traveler <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>	Date: <span style="border-bottom: 1px solid black; display: inline-block; width: 50px;"></span>	Approver Name <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>	Approval Signature <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span> Date: <span style="border-bottom: 1px solid black; display: inline-block; width: 50px;"></span>	Approver Name <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>	Approval Signature <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span> Date: <span style="border-bottom: 1px solid black; display: inline-block; width: 50px;"></span>	
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<p>6. Attach receipts and send to Business Services/SBS 345</p>	<p>Tip:</p> <ul style="list-style-type: none"> <li>Since all documents are fed through a scanner, <b>please "tape" smaller receipts to a letter-sized paper.</b> (When taping receipts, please do not tape over printed areas since the tape may ruin the printed information.)</li> </ul>										

## TRAVEL INSTRUCTIONAL GUIDE (8/11/16)

### How to complete a Travel Expense Claim form (for International Travel)

<p>1. Fill out Claimant's (traveler's) information on the top section of the form</p>	<p>Link to Travel Expense Claim form: <a href="http://www2.humboldt.edu/forms/node/90">http://www2.humboldt.edu/forms/node/90</a></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: right;">Travel Authorization Number: <b>0112345</b></p> <p><b>TRAVEL EXPENSE CLAIM</b> <span style="float: right;">Page 1 of</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Claimant's Name</td> <td style="width: 15%;">HSU ID</td> <td style="width: 15%;">Phone Number</td> <td colspan="2"></td> </tr> <tr> <td>SALLY B. TRAVELER</td> <td>01019876</td> <td>826-3127</td> <td colspan="2"></td> </tr> <tr> <td>Position/Title</td> <td colspan="4">Department</td> </tr> <tr> <td>Recruiter</td> <td colspan="4">Admissions</td> </tr> <tr> <td>Address (campus or residential)</td> <td>City</td> <td>State</td> <td colspan="2">Zip</td> </tr> </table> <p style="font-size: small; text-align: right;">Date received in SBS 345</p> </div> <p>If traveler is other than staff/faculty/admin, include the mailing address and phone number.</p>	Claimant's Name	HSU ID	Phone Number			SALLY B. TRAVELER	01019876	826-3127			Position/Title	Department				Recruiter	Admissions				Address (campus or residential)	City	State	Zip																										
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<p>2. Log expenses already paid by HSU or directly billed to HSU in the "Purchased by University" section</p>	<p>If airfare was booked through CalTravelStore, be sure to include the service fee in the airfare amount.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr> <td colspan="10" style="text-align: center; background-color: #e0e0e0;"><b>Purchased by University</b></td> </tr> <tr> <td style="width: 45%; font-size: x-small;">List items already paid by HSU/directly billed to HSU (airfare, rental car, hotel, conference fee prepaid)</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">LODGING</td> <td style="text-align: center;">RENTAL CAR</td> <td style="text-align: center;">TAXI, TOLLS, SHUTTLE, PARKING</td> <td style="text-align: center;">AIRFARE</td> <td style="text-align: center;">REGISTRATION FEE</td> <td style="text-align: center;">OTHER BUSINESS EXPENSES</td> <td style="text-align: center;">TOTAL EXPENSES FOR DAY</td> </tr> <tr> <td>Booked by CalTravelStore</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$885.95</td> <td></td> <td></td> <td style="text-align: right;">\$885.95</td> </tr> <tr> <td style="text-align: right;"><b>Subtotals:</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$885.95</td> <td></td> <td></td> <td style="text-align: right;">\$885.95</td> </tr> </table>	<b>Purchased by University</b>										List items already paid by HSU/directly billed to HSU (airfare, rental car, hotel, conference fee prepaid)													LODGING	RENTAL CAR	TAXI, TOLLS, SHUTTLE, PARKING	AIRFARE	REGISTRATION FEE	OTHER BUSINESS EXPENSES	TOTAL EXPENSES FOR DAY	Booked by CalTravelStore						\$885.95			\$885.95	<b>Subtotals:</b>						\$885.95			\$885.95
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<p>3. Prep to determine reimbursable expenses in US dollar amounts</p>	<p>To determine per diem rates for international travel, go to <a href="http://www.defensetravel.dod.mil/site/perdiemCalc.cfm">http://www.defensetravel.dod.mil/site/perdiemCalc.cfm</a>, select the country of travel and the month/year of travel:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; background-color: #4f81bd; color: white; padding: 2px;"><b>OUTSIDE CONUS, Non-Foreign Overseas and Foreign</b></p> <p style="text-align: center; font-size: x-small;">Updated: 07/28/2016 <a href="#">View summary of changes</a></p> <p style="font-size: x-small;">COUNTRY/STATE: (incl. Alaska &amp; Hawaii)      PUBLISHED:</p> <p>JAPAN      01 JUL 15</p> <p><input type="checkbox"/> FLAT RATE PER DIEM FOR TDY OVER 30 DAYS</p> <p><input type="checkbox"/> INCLUDE MILITARY INSTALLATIONS</p> <p style="text-align: center; margin-top: 5px;">CALCULATE</p> </div> <p style="text-align: center; font-size: small;">* All rates are in US Dollars</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th style="width: 30%;">Locality</th> <th style="width: 15%;">Seasons (Beg-End)</th> <th style="width: 10%;">Maximum Lodging</th> <th style="width: 10%;">Local Meals</th> <th style="width: 10%;">Proportional Meals</th> <th style="width: 10%;">Local Incidental</th> </tr> </thead> <tbody> <tr> <td><b>OSAKA-KOBE</b></td> <td>01/01-12/31</td> <td style="text-align: center;">288</td> <td style="text-align: center;">123</td> <td style="text-align: center;">69</td> <td style="text-align: center;">31</td> </tr> </tbody> </table> <p>Note:</p> <ul style="list-style-type: none"> <li>Lodging is based on the per diem amount. In the above example, you can indicate \$288 at the daily lodging allowance.</li> <li>Meals are based on the per diem amount. In the above example, you can indicate \$123 as the daily meal allowance.             <ul style="list-style-type: none"> <li>Put a check mark in the box next to "Meal expenses being claimed does not include alcoholic beverage(s)"</li> </ul> </li> <li>Incidentals are based on the per diem amount. In the above example, you can indicate \$31 as the daily incidental allowance.</li> <li>Note: If you are in the country for half the day, use the proportional meal amount. In the above example, indicate \$69 for the half day meal allowance.</li> <li>Any other expense \$25 and above requires an itemized original receipt and converted to US dollars. Use the currency converter to determine US dollar amount for the date of travel. Write the converted amount on the receipt and attach with travel expense claim. <a href="https://www.oanda.com/currency/converter/">https://www.oanda.com/currency/converter/</a></li> </ul>	Locality	Seasons (Beg-End)	Maximum Lodging	Local Meals	Proportional Meals	Local Incidental	<b>OSAKA-KOBE</b>	01/01-12/31	288	123	69	31																																						
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## TRAVEL INSTRUCTIONAL GUIDE (8/11/16)

	<div style="text-align: center;"> <h3>Currency Converter</h3> </div> <div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Currency Converter</span> <span>Historical Exchange Rates</span> <span>Live Exchange Rates</span> <span>International Money Transfer</span> <span style="float: right;">print</span> </div> <div style="margin-top: 10px;"> <p><b>Currency I Have:</b>  <span style="border: 1px solid gray; padding: 2px;">Japanese Yen</span> <span style="float: right;">JPY</span></p> <p><b>Currency I Want:</b>  <span style="border: 1px solid gray; padding: 2px;">US Dollar</span> <span style="float: right;">USD</span></p> <p>AMOUNT: <span style="border: 1px solid gray; padding: 2px;">2,800</span> I have this much to exchange</p> <p style="text-align: center; font-size: 2em; color: orange;">⇄</p> <p>AMOUNT: <span style="border: 1px solid gray; padding: 2px;">27.2854</span> I want to buy something at this price</p> <p style="font-size: x-small;">Looking for International Transfer? <a href="#">Try World First</a>    INTERBANK +/-: <span style="border: 1px solid gray; padding: 2px;">0%</span>    DATE: <span style="border: 1px solid gray; padding: 2px;">Jul 5, 2016</span>    <a href="#">HELP</a></p> </div> </div>																																																																																																																																																																
<p>4. Indicate the expenses in the appropriate line/column</p>	<ul style="list-style-type: none"> <li>If claiming mileage (for personal vehicle), be sure to indicate your vehicle license plate number and check the box certifying that you have completed the STD 261 form. Mileage is for use of personal vehicle.</li> </ul> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p><b>Purchased by University</b></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 60%;">List items already paid by HSU/directly billed to HSU (airfare, rental car, hotel, conference fee prepaid)</th> <th>LODGING</th> <th>RENTAL CAR</th> <th>TAXI, TOLLS, SHUTTLE, PARKING</th> <th>AIRFARE</th> <th>REGISTRATION FEE</th> <th>OTHER BUSINESS EXPENSES</th> <th>TOTAL EXPENSES FOR DAY</th> </tr> </thead> <tbody> <tr> <td>Booked by CalTravelStore</td> <td></td> <td></td> <td></td> <td>\$885.95</td> <td></td> <td></td> <td>\$885.95</td> </tr> <tr> <td style="text-align: right;"><b>Subtotals:</b></td> <td></td> <td></td> <td></td> <td>\$885.95</td> <td></td> <td></td> <td>\$885.95</td> </tr> </tbody> </table> <p style="font-size: x-small; color: red;">If claiming for use of personal/private vehicle, indicate vehicle license plate #: <span style="border: 1px solid gray; padding: 2px;">XYZ2354</span> <input checked="" type="checkbox"/> I certify that I completed the <a href="#">STD261 form</a> (for regular reimbursement)</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p><b>Purchased by Employee</b> (This form reflects mileage rates effective 1/1/16)    <input checked="" type="radio"/> Regular Reimbursement    <input type="radio"/> Relocation</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th rowspan="2">DATE (mm/dd/yy)</th> <th rowspan="2">LOCATION(S) OF EXPENSE List all expenses paid by the traveler</th> <th rowspan="2">LODGING Daily Charges</th> <th colspan="3">MEALS</th> <th rowspan="2">INCIDENTALS</th> <th rowspan="2">AIRFARE &amp; BAG FEES</th> <th rowspan="2">RENTAL CAR &amp; FUEL</th> <th rowspan="2">TAXI, TOLLS, SHUTTLE, PARKING</th> <th colspan="3">PRIVATE CAR USE</th> <th rowspan="2">REGISTRATION FEE</th> <th rowspan="2">OTHER BUSINESS EXPENSES</th> <th rowspan="2">TOTAL EXPENSES FOR DAY</th> </tr> <tr> <th>BREAK-FAST</th> <th>LUNCH</th> <th>DINNER</th> <th>MILES</th> <th>Mileage Rate</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>07/05/15</td> <td>Arcata to San Francisco</td> <td></td> <td></td> <td></td> <td>\$18.78</td> <td></td> <td>\$25.00</td> <td></td> <td></td> <td>12</td> <td>\$0.540</td> <td>\$6.48</td> <td></td> <td></td> <td>\$50.26</td> </tr> <tr> <td>07/05/15</td> <td>San Francisco to Osaka</td> <td>\$288.00</td> <td></td> <td></td> <td>\$123.00</td> <td>\$31.00</td> <td></td> <td></td> <td>\$27.28</td> <td></td> <td>\$0.540</td> <td>\$0.00</td> <td></td> <td></td> <td>\$469.28</td> </tr> <tr> <td>07/06/15</td> <td>Osaka</td> <td>\$288.00</td> <td></td> <td></td> <td>\$123.00</td> <td>\$31.00</td> <td></td> <td></td> <td>\$21.43</td> <td></td> <td>\$0.540</td> <td>\$0.00</td> <td></td> <td></td> <td>\$463.43</td> </tr> <tr> <td>07/07/15</td> <td>Osaka</td> <td>\$288.00</td> <td></td> <td></td> <td>\$123.00</td> <td>\$31.00</td> <td></td> <td></td> <td>\$22.17</td> <td></td> <td>\$0.540</td> <td>\$0.00</td> <td></td> <td></td> <td>\$464.17</td> </tr> <tr> <td>07/08/15</td> <td>Osaka, San Fran, to Arcata</td> <td></td> <td>\$31.00</td> <td>\$23.60</td> <td>\$7.00</td> <td></td> <td></td> <td>\$45.00</td> <td>12</td> <td>\$0.540</td> <td>\$6.48</td> <td></td> <td></td> <td></td> <td>\$113.08</td> </tr> <tr> <td style="text-align: right;"><b>Subtotals:</b></td> <td></td> <td>\$864.00</td> <td>\$31.00</td> <td>\$411.38</td> <td>\$100.00</td> <td>\$25.00</td> <td></td> <td>\$115.88</td> <td>24</td> <td></td> <td>\$12.96</td> <td></td> <td></td> <td></td> <td>\$1,560.22</td> </tr> </tbody> </table> <p style="font-size: x-small; color: red;"><input checked="" type="checkbox"/> Meal expenses being claimed does not include alcoholic beverage(s)</p> </div> <div style="border: 1px solid gray; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 60%;">Remarks/Details</th> <th style="width: 20%;">Total Travel Claim:</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Taxi: 7/5 (2800 yen=\$27.28), 7/6 (2200 yen=\$21.43), 7/7 (2275 yen=\$22.17). 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<p>6. Sign the form and obtain approval signature</p>	<div style="border: 1px solid gray; padding: 5px;"> <p style="font-size: x-small; margin-bottom: 5px;">I HEREBY CERTIFY: That a) I received authorization to travel; b) this travel was necessary to conduct official business; c) expenses are true and accurate in accordance with HSU Travel Policy and procedures; d) I will not seek reimbursement from any other source; e) if requesting mileage reimbursement, I have satisfied the State Defensive Driving Training requirements, if necessary.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid gray; padding: 2px;">Signature of Traveler</td> <td style="width: 10%; border: 1px solid gray; padding: 2px;">Date:</td> <td style="width: 20%; border: 1px solid gray; padding: 2px;">Approval Signature</td> <td style="width: 20%; border: 1px solid gray; padding: 2px;">Date:</td> </tr> </table> </div>	Signature of Traveler	Date:	Approval Signature	Date:																																																																																																																																																												
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<p>7. Attach receipts and send to Business Services/SBS 345</p>	<p>Tip:</p> <ul style="list-style-type: none"> <li>Since all documents are fed through a scanner, please "tape" smaller receipts to a letter-sized paper. (When taping receipts, please do not tape over printed areas since the tape may ruin the printed information.)</li> </ul>																																																																																																																																																																



Use this box to explain expenses and provide additional information or instructions