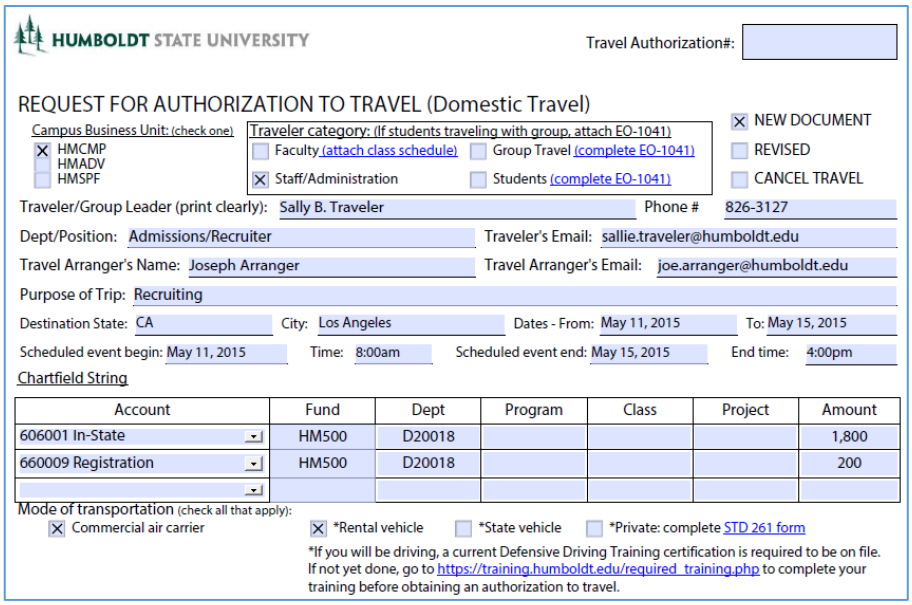
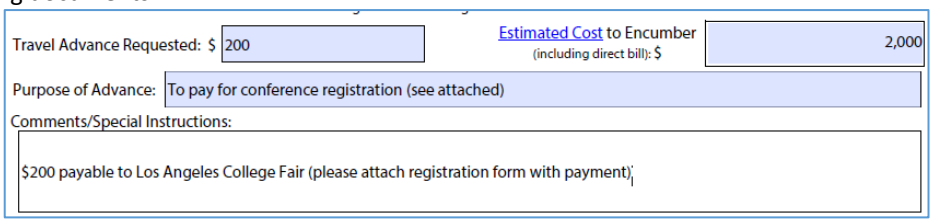
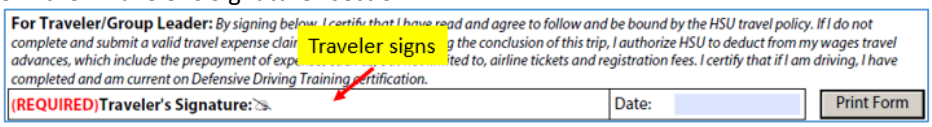
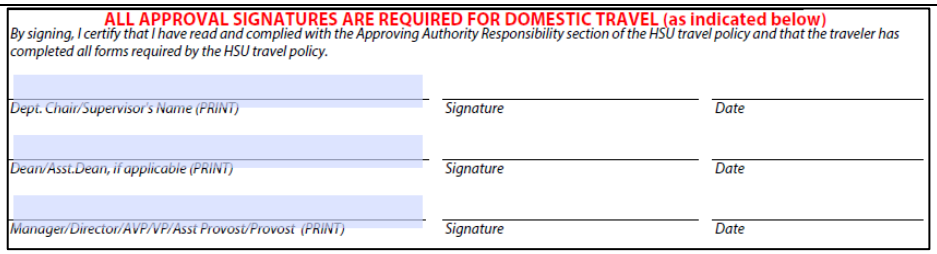
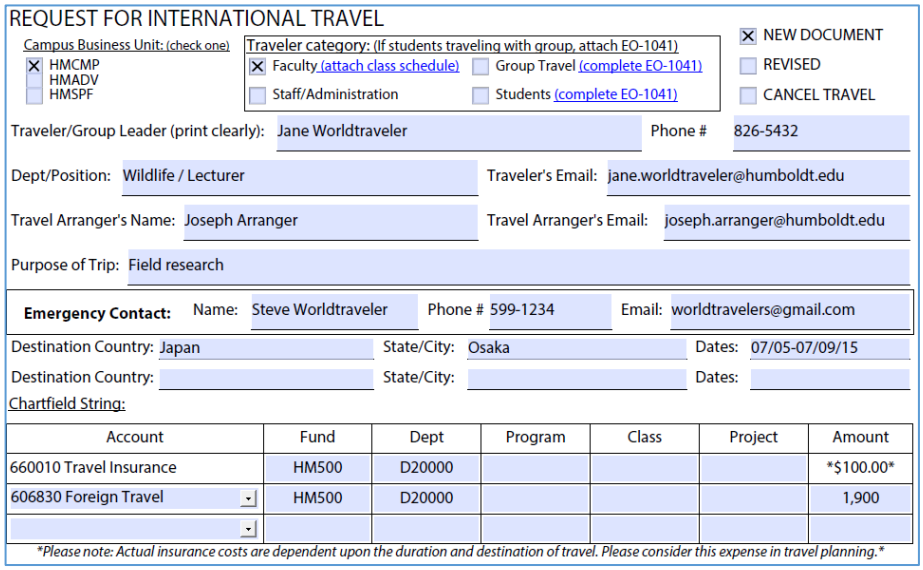
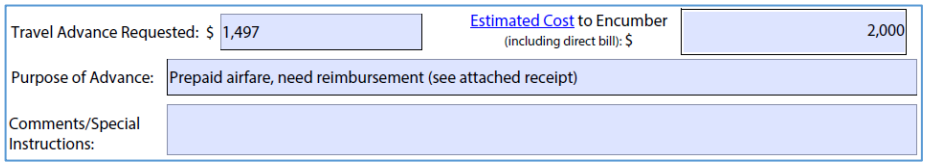
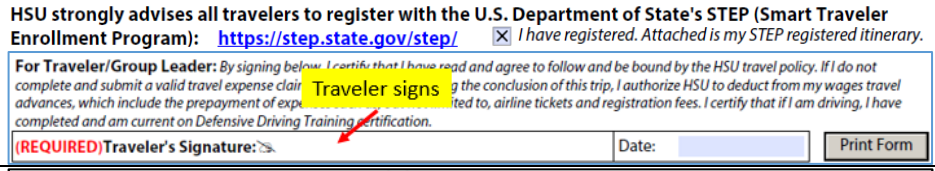
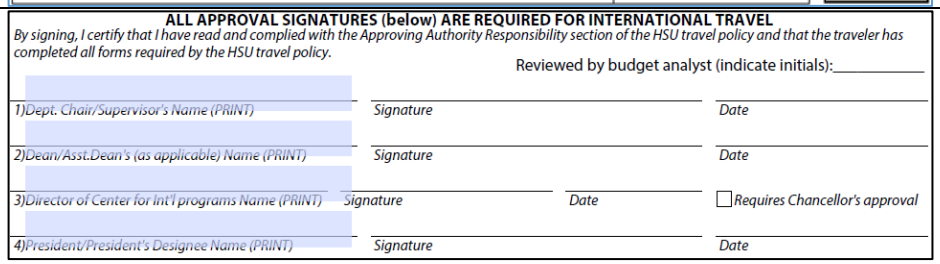
PAPER TRAVEL INSTRUCTIONAL GUIDE (1/28/2020)

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

<table>
<tr>
<td>1. Complete a Travel Authorization form</td>
<td>
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: joe.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
<table>
<tr><th>Account</th><th>Fund</th><th>Dept</th><th>Program</th><th>Class</th><th>Project</th><th>Amount</th></tr>
<tr><td>606001 In-State</td><td>HM500</td><td>D20018</td><td></td><td></td><td></td><td>1,800</td></tr>
<tr><td>660009 Registration</td><td>HM500</td><td>D20018</td><td></td><td></td><td></td><td>200</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table>
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 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 clai g the conclusion of this trip, I authorize HSU to deduct from my wages travel advances, which include the prepayment of exp ted to, airline tickets and registration fees. I certify that if I am driving, I have completed and am current on Defensive Driving Training certification.
Traveler signs
(REQUIRED)Traveler's Signature: Date: Print Form
</td>
</tr>
<tr>
<td>2. Obtain approval signature(s)</td>
<td>

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.)
</td>
</tr>
<tr>
<td>3. Submit the travel authorization form to SBS 345</td>
<td>Ideally, the original should be submitted to Business Services Office (SBS 345), however a copy may be emailed to 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.)</td>
</tr>
</table>

How to complete a Request for International Travel form

1. Complete a Request for International Travel form → It's recommended to register with STEP	Link to Request for International Travel form: http://www2.humboldt.edu/forms/node/564 If someone else needs to be cc'd with the travel authorization number, indicate a travel arranger's name and email address.  REQUEST FOR INTERNATIONAL 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): Jane Worldtraveler Phone # 826-5432 Dept/Position: Wildlife / Lecturer Traveler's Email: jane.worldtraveler@humboldt.edu Travel Arranger's Name: Joseph Arranger Travel Arranger's Email: joseph.arranger@humboldt.edu Purpose of Trip: Field research **Emergency Contact:** Name: Steve Worldtraveler Phone # 599-1234 Email: worldtravelers@gmail.com Destination Country: Japan State/City: Osaka Dates: 07/05-07/09/15 Destination Country: State/City: Dates: Chartfield String: Account / Fund / Dept / Program / Class / Project / Amount 660010 Travel Insurance / HM500 / D20000 / / / / *$100.00* 606830 Foreign Travel / HM500 / D20000 / / / / 1,900 *Please note: Actual insurance costs are dependent upon the duration and destination of travel. Please consider this expense in travel planning.* If a travel advance is needed, indicate travel advance amount, purpose of advance, and attach supporting documents.  Travel Advance Requested: $ 1,497 Estimated Cost to Encumber (including direct bill): $ 2,000 Purpose of Advance: Prepaid airfare, need reimbursement (see attached receipt) Comments/Special Instructions: Sign/Date in the "Traveler's Signature" section  **HSU strongly advises all travelers to register with the U.S. Department of State's STEP (Smart Traveler Enrollment Program):** https://step.state.gov/step/ ☒ *I have registered. Attached is my STEP registered itinerary.* **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 clai… g the conclusion of this trip, I authorize HSU to deduct from my wages travel advances, which include the prepayment of exp… ted to, airline tickets and registration fees. I certify that if I am driving, I have completed and am current on Defensive Driving Training certification.* Traveler signs (REQUIRED)**Traveler's Signature:** Date: Print Form
2. Obtain approval signature	 **ALL APPROVAL SIGNATURES (below) ARE REQUIRED FOR INTERNATIONAL TRAVEL** *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.* Reviewed by budget analyst (indicate initials):_____ 1)Dept. Chair/Supervisor's Name (PRINT) Signature Date 2)Dean/Asst.Dean's (as applicable) Name (PRINT) Signature Date 3)Director of Center for Int'l programs Name (PRINT) Signature Date ☐ Requires Chancellor's approval 4)President/President's Designee Name (PRINT) Signature Date International travel requires approval by the International Center Director and the campus President. In some cases also requires the Chancellor's approval.
3. Submit the travel authorization form to SBS 345	Give a copy to Contracts & Procurement/Risk Management to process foreign travel insurance. Ideally, the original should be submitted to Business Services Office (SBS 345), however a copy may be emailed to 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

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

1. Fill out Claimant's (traveler's) information on the top section of the form

Link to Travel Expense Claim form: http://www2.humboldt.edu/forms/node/90

Travel Authorization Number: 01112345

TRAVEL EXPENSE CLAIM Page 1 of

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**

Date received in SBS 345

If traveler is other than staff/faculty/admin, include the mailing address and phone number.

2. Log expenses already paid by HSU or directly billed to HSU in the "Purchased by University" section

If airfare was booked through CalTravelStore, be sure to include the service fee in the airfare amount. ($14 for agent assisted travel booking.)

Purchased by University

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	REGISTRA-TION FEE	OTHER BUSINESS EXPENSES	TOTAL EXPENSES FOR DAY
Booked by CalTravelStore				$188.75		$535.70			$724.45
Registration - prepaid & reimbursed							$200.00		$200.00
+ - **Subtotals:**				$188.75		$535.70	$200.00		$924.45

3. Indicate daily expenses in the appropriate line/column.

If claiming for use of personal/private vehicle, indicate vehicle license plate #: XYZ2354 ☒ *I certify that I completed the STD261 form (for regular reimbursement)*

Purchased by Employee (This form reflects mileage rates effective 1/1/16) ◉ Regular Reimbursement ○ Relocation

DATE (mm/dd/yy)	LOCATION(S) OF EXPENSE List all expenses paid by the traveler	LODGING Daily Charges	MEALS BREAK-FAST	MEALS LUNCH	MEALS DINNER	INCIDEN-TALS	AIRFARE & BAG FEES	RENTAL CAR & FUEL	TAXI, TOLLS, SHUTTLE, PARKING	PRIVATE CAR USE MILES	PRIVATE CAR USE Mileage Rate	PRIVATE CAR USE AMOUNT	REGISTRA-TION FEE	OTHER BUSINESS EXPENSES	TOTAL EXPENSES FOR DAY
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
+ -	**Subtotals:**	$467.25		$16.36	$82.38	$28.00	$25.00		$105.00	24		$12.96		$40.00	$776.95

☒ *Meal expenses being claimed does not include alcoholic beverage(s)*

Remarks/Details

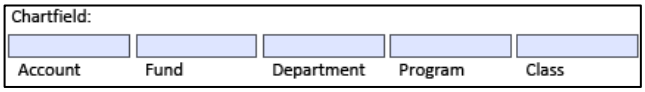
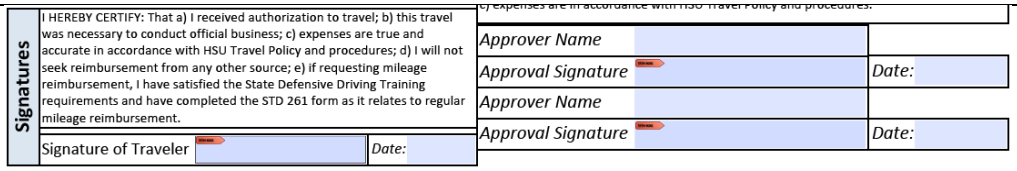
Breakfast/lunches 5/12-5/13/15 provided at conference. Breakfast 5/14/15 provided at conference. Mileage claimed are for travel using my personal car to/from airport. Internet charges $10/day is for hotel internet charges. $200 already reimbursed to me for prepaid conference registration paid with my personal credit card.

Total Travel Claim:	$1,701.40
Less amount already paid by HSU:	$924.45
Subtotal:	$776.95
Less any cash advance provided prior to trip:	$200.00
Amount to be reimbursed to traveler:	$576.95

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

Note:

- Lodging receipt needs to be itemized and shows paid in full
- Any expense $25 and above requires an itemized original receipt
  - Meal receipt needs to be itemized and may include tip in the expense
  - If meal receipt contains alcoholic beverage, deduct the alcohol charge (and applicable taxes) from the receipt and claim the appropriate amount
  - If meal charge is included in hotel receipt, log the meal expense under the appropriate meal expense
  - Put a check mark in the box next to "Meal expenses being claimed does not include alcoholic beverage(s)"
- If there are parking charge(s) or internet charge(s) on the hotel receipt, log those expenses separately under the appropriate column.
  - Hotel internet – log it under "Other Business Expense" column
  - Parking – log it under "Taxi, Tolls, Shuttle, Parking" column
  - 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
- If claiming mileage (for personal vehicle), be sure to indicate your vehicle license plate number and check box certifying you completed form STD 261.
- Gas receipt should be for rental car only. Mileage is for use of personal vehicle.

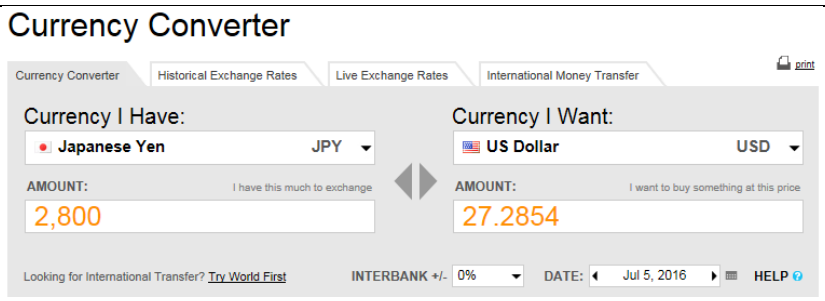
	• If you received a cash advance prior to travel, indicate that amount on the bottom of the Travel Expense Claim in the "Less any cash advance provided prior to trip:" field.
4. If no travel authorization number or if only claiming mileage, provide the chartfield information	 *If you already have a travel authorization number, expenses will be charged to the chartfield you provided on the travel authorization form.
5. Sign the form and obtain approval signature	
6. Attach receipts and send to Business Services/SBS 345	Tip: • 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.)

TRAVEL INSTRUCTIONAL GUIDE

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

1. Fill out Claimant's (traveler's) information on the top section of the form	Link to Travel Expense Claim form: http://www2.humboldt.edu/forms/node/90 Travel Authorization Number: 01112345 **TRAVEL EXPENSE CLAIM** Page 1 of Claimant's Name: SALLY B. TRAVELER; HSU ID: 01019876; Phone Number: 826-3127 Position/Title: Recruiter; Department: Admissions Address (campus or residential); City; State; Zip Date received in SBS 345 If traveler is other than staff/faculty/admin, include the mailing address and phone number.
2. Log expenses already paid by HSU or directly billed to HSU in the "Purchased by University" section	If airfare was booked through CalTravelStore, be sure to include the service fee in the airfare amount. **Purchased by University** 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 + - **Subtotals:** $885.95 | $885.95
3. Prep to determine reimbursable expenses in US dollar amounts	To determine per diem rates for international travel, go to http://www.defensetravel.dod.mil/site/perdiemCalc.cfm , select the country of travel and the month/year of travel: **OUTSIDE CONUS, Non-Foreign Overseas and Foreign** Updated: 07/28/2016 *View summary of changes* **COUNTRY/STATE:** *(incl. Alaska & Hawaii)* **PUBLISHED:** JAPAN; 01 JUL 15 ☐ FLAT RATE PER DIEM FOR TDY OVER 30 DAYS ☐ INCLUDE MILITARY INSTALLATIONS CALCULATE *** All rates are in US Dollars** **Locality** | **Seasons (Beg-End)** | **Maximum Lodging** | **Local Meals** | **Proportional Meals** | **Local Incidental** **OSAKA-KOBE** | 01/01-12/31 | 288 | 123 | 69 | 31 Note: • Lodging is based on the per diem amount. In the above example, you can indicate $288 at the daily lodging allowance. • Meals are based on the per diem amount. In the above example, you can indicate $123 as the daily meal allowance. o Put a check mark in the box next to "Meal expenses being claimed does not include alcoholic beverage(s)" • Incidentals are based on the per diem amount. In the above example, you can indicate $31 as the daily incidental allowance. • 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. • 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. https://www.oanda.com/currency/converter/

TRAVEL INSTRUCTIONAL GUIDE



Currency Converter

Currency Converter | Historical Exchange Rates | Live Exchange Rates | International Money Transfer | print

Currency I Have: Japanese Yen JPY — AMOUNT: 2,800 (I have this much to exchange)

Currency I Want: US Dollar USD — AMOUNT: 27.2854 (I want to buy something at this price)

Looking for International Transfer? Try World First — INTERBANK +/- 0% — DATE: Jul 5, 2016 — HELP

4. Indicate the expenses in the appropriate line/column

- 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.

Purchased by University

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	REGISTRA-TION FEE	OTHER BUSINESS EXPENSES	TOTAL EXPENSES FOR DAY
Booked by CalTravelStore						$885.95			$885.95
+ - Subtotals:						$885.95			$885.95

If claiming for use of personal/private vehicle, indicate vehicle license plate #: XYZ2354 ☒ *I certify that I completed the STD261 form (for regular reimbursement)*

Purchased by Employee (This form reflects mileage rates effective 1/1/16) ◉ Regular Reimbursement ○ Relocation

DATE (mm/dd/yy)	LOCATION(S) OF EXPENSE List all expenses paid by the traveler	LODGING Daily Charges	MEALS BREAK-FAST	MEALS LUNCH	MEALS DINNER	INCIDEN-TALS	AIRFARE & BAG FEES	RENTAL CAR & FUEL	TAXI, TOLLS, SHUTTLE, PARKING	PRIVATE CAR USE MILES	PRIVATE CAR USE Mileage Rate	PRIVATE CAR USE AMOUNT	REGISTRA-TION FEE	OTHER BUSINESS EXPENSES	TOTAL EXPENSES FOR DAY
07/05/15	Arcata to San Francisco				$18.78		$25.00			12	$0.540	$6.48			$50.26
07/05/15	San Francisco to Osaka	$288.00			$123.00	$31.00			$27.28		$0.540	$0.00			$469.28
07/06/15	Osaka	$288.00			$123.00	$31.00			$21.43		$0.540	$0.00			$463.43
07/07/15	Osaka	$288.00			$123.00	$31.00			$22.17		$0.540	$0.00			$464.17
07/08/15	Osaka, San Fran, to Arcata		$31.00		$23.60	$7.00			$45.00	12	$0.540	$6.48			$113.08
+ -	Subtotals:	$864.00	$31.00		$411.38	$100.00	$25.00		$115.88	24		$12.96			$1,560.22

☒ *Meal expenses being claimed does not include alcoholic beverage(s)*

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

Remarks/Details: Taxi: 7/5 (2800 yen=$27.28), 7/6 (2200 yen=$21.43), 7/7 (2275 yen=$22.17). Parking $45 (airport). Mileage is to/from airport. $1000 cash advance was received prior to trip.

Total Travel Claim:	$2,446.17
Less amount already paid by HSU:	$885.95
Subtotal:	$1,560.22
Less any cash advance provided prior to trip:	$1,497.00
Amount to be reimbursed to traveler:	$63.22

5. If no travel authorization number or if only claiming mileage, provide the chartfield information

Chartfield:

Account	Fund	Department	Program	Class

6. Sign the form and obtain approval signature

Signatures

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 neccessary.

		Approver Name	
		Approval Signature	*Date:*
		Approver Name	
Signature of Traveler	*Date:*	*Approval Signature*	*Date:*

7. Attach receipts and send to Business Services/SBS 345

Tip:

- 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.)