

TRAVEL INSTRUCTIONAL GUIDE (8/11/15)

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: 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

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 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 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 (8/11/15)

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: http://www2.humboldt.edu/forms/node/564</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;">REQUEST FOR INTERNATIONAL TRAVEL</p> <p style="margin: 0;">Campus Business Unit: (check one) <input checked="" type="checkbox"/> HMCMP <input type="checkbox"/> HMADV <input type="checkbox"/> HMSPF</p> <p style="margin: 0;">Traveler category: (If students traveling with group, attach EO-1041) <input checked="" type="checkbox"/> Faculty (attach class schedule) <input type="checkbox"/> Group Travel (complete EO-1041) <input type="checkbox"/> Staff/Administration <input type="checkbox"/> Students (complete EO-1041) <input checked="" type="checkbox"/> NEW DOCUMENT <input type="checkbox"/> REVISED <input type="checkbox"/> CANCEL TRAVEL</p> <p style="margin: 0;">Traveler/Group Leader (print clearly): <input type="text" value="Jane Worldtraveler"/> Phone # <input type="text" value="826-5432"/></p> <p style="margin: 0;">Dept/Position: <input type="text" value="Wildlife / Lecturer"/> Traveler's Email: <input type="text" value="jane.worldtraveler@humboldt.edu"/></p> <p style="margin: 0;">Travel Arranger's Name: <input type="text" value="Joseph Arranger"/> Travel Arranger's Email: <input type="text" value="joseph.arranger@humboldt.edu"/></p> <p style="margin: 0;">Purpose of Trip: <input type="text" value="Field research"/></p> <hr/> <p style="margin: 0;">Emergency Contact: Name: <input type="text" value="Steve Worldtraveler"/> Phone # <input type="text" value="599-1234"/> Email: <input type="text" value="worldtravelers@gmail.com"/></p> <p style="margin: 0;">Destination Country: <input type="text" value="Japan"/> State/City: <input type="text" value="Osaka"/> Dates: <input type="text" value="07/05-07/09/15"/></p> <p style="margin: 0;">Destination Country: <input type="text"/> State/City: <input type="text"/> Dates: <input type="text"/></p> <p style="margin: 0;">Chartfield String:</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <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: x-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: \$ <input type="text" value="1,497"/> Estimated Cost to Encumber (including direct bill): \$ <input type="text" value="2,000"/></p> <p style="margin: 0;">Purpose of Advance: <input type="text" value="Prepaid airfare, need reimbursement (see attached receipt)"/></p> <p style="margin: 0;">Comments/Special Instructions: <input type="text"/></p> </div> <p>Sign/Date in the "Traveler's Signature" section</p> <p>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/ <input checked="" type="checkbox"/> I have registered. Attached is my STEP registered itinerary.</p> <p>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.</p> <p>(REQUIRED) Traveler's Signature: <input type="text"/> Date: <input type="text"/> <input type="button" value="Print Form"/></p>	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="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="text-align: right;">Reviewed by budget analyst (indicate initials): _____</p> <p>1) Dept. Chair/Supervisor's Name (PRINT) _____ Signature _____ Date _____</p> <p>2) Dean/Asst. Dean's (as applicable) Name (PRINT) _____ Signature _____ Date _____</p> <p>3) Director of Center for Int'l programs Name (PRINT) _____ Signature _____ Date _____ <input type="checkbox"/> Requires Chancellor's approval</p> <p>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 & 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 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.)</p>																												

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How to book travel through CalTravelStore

1. Call CalTravelStore	<p>(916) 376-3989 option 42</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 Giselle's Travel (if you prefer) at (800) 523-0100, however they will not be able to obtain state airfare rates.</p>
2. Provide the following information to CalTravelStore agent	<ul style="list-style-type: none">• Name of traveler (as it appears on the government issued ID the traveler will be using when checking in with the airlines)• Date of birth• Travel Authorization Number (which you should have already obtained from HSU's travel office when you submitted the Travel Authorization form.)
3. Travel agency service fee	<p>CalTravelStore's service fees:</p> <ul style="list-style-type: none">• Agent assistance (over the phone): \$14• Booked online via Concur (soon to be available): \$9 <p>Giselle's Travel service fees:</p> <ul style="list-style-type: none">• Agent assistance (over the phone): \$15• If booked using online request form: \$10

TRAVEL INSTRUCTIONAL GUIDE (8/11/15)

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: http://www2.humboldt.edu/forms/node/90</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: right;">Travel Authorization Number: 01112345</p> <p>TRAVEL EXPENSE CLAIM Page 1 of</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Claimant's Name</td> <td style="width: 33%;">HSU ID</td> <td style="width: 33%;">Phone Number</td> </tr> <tr> <td>SALLY B. TRAVELER</td> <td>01019876</td> <td>826-3127</td> </tr> <tr> <td>Position/Title</td> <td colspan="2">Department</td> </tr> <tr> <td>Recruiter</td> <td colspan="2">Admissions</td> </tr> <tr> <td>Address (campus or residential)</td> <td>City</td> <td>State Zip</td> </tr> </table> <p style="font-size: small; text-align: right;">Date received in SB5 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. (\$14 for agent assisted travel booking.)</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Purchased by University</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 40%;">List items already paid by HSU/directly billed to HSU (airfare, rental car, hotel, conference fee prepaid)</th> <th>START LOCATION</th> <th>END LOCATION</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>Airfare & registration fee</td> <td>Arcata</td> <td>Los Angeles</td> <td></td> <td></td> <td></td> <td>\$535.70</td> <td>\$200.00</td> <td></td> <td>\$735.70</td> </tr> <tr> <td style="text-align: right;">Subtotals:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$535.70</td> <td>\$200.00</td> <td></td> <td>\$735.70</td> </tr> </tbody> </table> </div>	List items already paid by HSU/directly billed to HSU (airfare, rental car, hotel, conference fee prepaid)	START LOCATION	END LOCATION	LODGING	RENTAL CAR	TAXI, TOLLS, SHUTTLE, PARKING	AIRFARE	REGISTRATION FEE	OTHER BUSINESS EXPENSES	TOTAL EXPENSES FOR DAY	Airfare & registration fee	Arcata	Los Angeles				\$535.70	\$200.00		\$735.70	Subtotals:						\$535.70	\$200.00		\$735.70																																																																																																									
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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>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><i>If claiming mileage for use of personal /private vehicle, indicate vehicle license plate #:</i> XYZ2354</p> <p>Purchased by Employee <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 <small>List all expenses paid by the traveler</small></th> <th rowspan="2">LODGING Daily Charges</th> <th colspan="3">MEALS</th> <th rowspan="2">INCIDENTALS</th> <th rowspan="2">AIRFARE & BAG FEES</th> <th rowspan="2">RENTAL CAR & 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>05/11/15</td> <td>Arcata to Los Angeles</td> <td>\$155.75</td> <td></td> <td></td> <td>\$32.90</td> <td>\$7.00</td> <td>\$25.00</td> <td></td> <td>\$20.00</td> <td>12</td> <td>\$0.575</td> <td>\$6.90</td> <td></td> <td></td> <td>\$247.55</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></td> <td>\$20.00</td> <td></td> <td>\$0.575</td> <td>\$0.00</td> <td></td> <td></td> <td>\$211.31</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></td> <td>\$20.00</td> <td></td> <td>\$0.575</td> <td>\$0.00</td> <td></td> <td></td> <td>\$201.15</td> </tr> <tr> <td>05/14/15</td> <td>Los Angeles</td> <td>\$155.75</td> <td></td> <td></td> <td>\$27.65</td> <td>\$7.00</td> <td></td> <td></td> <td>\$20.00</td> <td></td> <td>\$0.575</td> <td>\$0.00</td> <td></td> <td></td> <td>\$210.40</td> </tr> <tr> <td>05/15/15</td> <td>Los Angeles to Arcata</td> <td></td> <td></td> <td></td> <td>\$19.78</td> <td>\$7.00</td> <td>\$25.00</td> <td>\$32.00</td> <td>\$45.00</td> <td>12</td> <td>\$0.575</td> <td>\$6.90</td> <td></td> <td></td> <td>\$135.68</td> </tr> <tr> <td style="text-align: right;">Subtotals:</td> <td></td> <td>\$623.00</td> <td></td> <td></td> <td>\$127.29</td> <td>\$35.00</td> <td>\$50.00</td> <td>\$32.00</td> <td>\$125.00</td> <td>24</td> <td></td> <td>\$13.80</td> <td></td> <td></td> <td>\$1,006.09</td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> <i>Meal expenses being claimed does not include alcoholic beverage(s)</i></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td rowspan="4" style="width: 10%; text-align: center; vertical-align: middle;">Remarks/Details</td> <td style="width: 60%;">Breakfast/lunches provided at the conference. Mileage for travel from home to airport.</td> <td style="width: 30%; text-align: right;">Total Travel Claim:</td> <td style="width: 10%; text-align: right;">\$1,917.67</td> </tr> <tr> <td></td> <td style="text-align: right;">Less amount already paid by HSU:</td> <td style="text-align: right;">\$911.58</td> </tr> <tr> <td></td> <td style="text-align: right;">Subtotal:</td> <td style="text-align: right;">\$1,006.09</td> </tr> <tr> <td></td> <td style="text-align: right;">Less any cash advance provided prior to trip:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Amount to be reimbursed to traveler:</td> <td style="text-align: right;">\$1,006.09</td> </tr> </table> <p>Note:</p> <ul style="list-style-type: none"> • Lodging receipt needs to be itemized • Any expense \$25 and above requires an itemized original receipt <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ○ 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 • 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. </div>	DATE (mm/dd/yy)	LOCATION(S) OF EXPENSE <small>List all expenses paid by the traveler</small>	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	BREAK-FAST	LUNCH	DINNER	MILES	Mileage Rate	AMOUNT	05/11/15	Arcata to Los Angeles	\$155.75			\$32.90	\$7.00	\$25.00		\$20.00	12	\$0.575	\$6.90			\$247.55	05/12/15	Los Angeles	\$155.75			\$28.56	\$7.00			\$20.00		\$0.575	\$0.00			\$211.31	05/13/15	Los Angeles	\$155.75			\$18.40	\$7.00			\$20.00		\$0.575	\$0.00			\$201.15	05/14/15	Los Angeles	\$155.75			\$27.65	\$7.00			\$20.00		\$0.575	\$0.00			\$210.40	05/15/15	Los Angeles to Arcata				\$19.78	\$7.00	\$25.00	\$32.00	\$45.00	12	\$0.575	\$6.90			\$135.68	Subtotals:		\$623.00			\$127.29	\$35.00	\$50.00	\$32.00	\$125.00	24		\$13.80			\$1,006.09	Remarks/Details	Breakfast/lunches provided at the conference. 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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"> 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 (8/11/15)

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: http://www2.humboldt.edu/forms/node/90</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: right;">Travel Authorization Number:</td> <td style="text-align: right;">0112345</td> </tr> <tr> <td colspan="3" style="text-align: center;">TRAVEL EXPENSE CLAIM</td> </tr> <tr> <td colspan="2" style="text-align: right;">Page</td> <td style="text-align: right;">1 of</td> </tr> <tr> <td style="width: 30%;">Claimant's Name</td> <td style="width: 20%;">HSU ID</td> <td style="width: 50%;">Phone Number</td> </tr> <tr> <td>SALLY B. TRAVELER</td> <td>01019876</td> <td>826-3127</td> </tr> <tr> <td>Position/Title</td> <td colspan="2">Department</td> </tr> <tr> <td>Recruiter</td> <td colspan="2">Admissions</td> </tr> <tr> <td>Address (campus or residential)</td> <td>City</td> <td>State Zip</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> <p style="font-size: small; margin-top: 5px;">Date received in SBS 345</p> </div> <p>If traveler is other than staff/faculty/admin, include the mailing address and phone number.</p>	Travel Authorization Number:		0112345	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																																																																																																																						
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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> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Purchased by University</td> </tr> <tr> <td style="font-size: x-small;">List items already paid by HSU/directly billed to HSU (airfare, rental car, hotel, conference fee prepaid)</td> <td style="font-size: x-small;">START LOCATION</td> <td style="font-size: x-small;">END LOCATION</td> <td style="font-size: x-small;">LODGING</td> <td style="font-size: x-small;">RENTAL CAR</td> <td style="font-size: x-small;">TAXI, TOLLS, SHUTTLE, PARKING</td> <td style="font-size: x-small;">AIRFARE</td> <td style="font-size: x-small;">REGISTRATION FEE</td> <td style="font-size: x-small;">OTHER BUSINESS EXPENSES</td> <td style="font-size: x-small;">TOTAL EXPENSES FOR DAY</td> </tr> <tr> <td>Airfare & registration fee</td> <td>Arcata</td> <td>Los Angeles</td> <td> </td> <td> </td> <td> </td> <td>\$535.70</td> <td>\$200.00</td> <td> </td> <td>\$735.70</td> </tr> <tr> <td style="text-align: right;">Subtotals:</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td>\$535.70</td> <td>\$200.00</td> <td> </td> <td>\$735.70</td> </tr> </table> </div>	Purchased by University										List items already paid by HSU/directly billed to HSU (airfare, rental car, hotel, conference fee prepaid)	START LOCATION	END LOCATION	LODGING	RENTAL CAR	TAXI, TOLLS, SHUTTLE, PARKING	AIRFARE	REGISTRATION FEE	OTHER BUSINESS EXPENSES	TOTAL EXPENSES FOR DAY	Airfare & registration fee	Arcata	Los Angeles				\$535.70	\$200.00		\$735.70	Subtotals:						\$535.70	\$200.00		\$735.70																																																																																																						
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<p>3. Indicate daily expenses in the appropriate line/column.</p> <p style="text-align: right; margin-top: 20px;">→ Use this box to explain expenses and provide additional information or instructions</p>	<div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="font-size: x-small; color: red;">If claiming mileage for use of personal/private vehicle, indicate vehicle license plate #: XYZ2354</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Purchased by Employee</td> <td colspan="2" style="text-align: center;"><input checked="" type="radio"/> Regular Reimbursement <input type="radio"/> Relocation</td> </tr> <tr> <th rowspan="2" style="font-size: x-small;">DATE (mm/dd/yy)</th> <th rowspan="2" style="font-size: x-small;">LOCATION(S) OF EXPENSE List all expenses paid by the traveler</th> <th rowspan="2" style="font-size: x-small;">LODGING Daily Charges</th> <th colspan="3" style="font-size: x-small;">MEALS</th> <th rowspan="2" style="font-size: x-small;">INCIDENTALS</th> <th rowspan="2" style="font-size: x-small;">AIRFARE & BAG FEES</th> <th rowspan="2" style="font-size: x-small;">RENTAL CAR & FUEL</th> <th rowspan="2" style="font-size: x-small;">TAXI, TOLLS, SHUTTLE, PARKING</th> <th colspan="3" style="font-size: x-small;">PRIVATE CAR USE</th> <th rowspan="2" style="font-size: x-small;">REGISTRATION FEE</th> <th rowspan="2" style="font-size: x-small;">OTHER BUSINESS EXPENSES</th> <th rowspan="2" style="font-size: x-small;">TOTAL EXPENSES FOR DAY</th> </tr> <tr> <th style="font-size: x-small;">BREAK-FAST</th> <th style="font-size: x-small;">LUNCH</th> <th style="font-size: x-small;">DINNER</th> <th style="font-size: x-small;">MILES</th> <th style="font-size: x-small;">Mileage Rate</th> <th style="font-size: x-small;">AMOUNT</th> </tr> <tr> <td>05/11/15</td> <td>Arcata to Los Angeles</td> <td>\$155.75</td> <td> </td> <td> </td> <td>\$32.90</td> <td>\$7.00</td> <td>\$25.00</td> <td> </td> <td>\$20.00</td> <td>12</td> <td>\$0.575</td> <td>\$6.90</td> <td> </td> <td> </td> <td>\$247.55</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> </td> <td>\$20.00</td> <td> </td> <td>\$0.575</td> <td>\$0.00</td> <td> </td> <td> </td> <td>\$211.31</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> </td> <td>\$20.00</td> <td> </td> <td>\$0.575</td> <td>\$0.00</td> <td> </td> <td> </td> <td>\$201.15</td> </tr> <tr> <td>05/14/15</td> <td>Los Angeles</td> <td>\$155.75</td> <td> </td> <td> </td> <td>\$27.65</td> <td>\$7.00</td> <td> </td> <td> </td> <td>\$20.00</td> <td> </td> <td>\$0.575</td> <td>\$0.00</td> <td> </td> <td> </td> <td>\$210.40</td> </tr> <tr> <td>05/15/15</td> <td>Los Angeles to Arcata</td> <td> </td> <td> </td> <td> </td> <td>\$19.78</td> <td>\$7.00</td> <td>\$25.00</td> <td>\$32.00</td> <td>\$45.00</td> <td>12</td> <td>\$0.575</td> <td>\$6.90</td> <td> </td> <td> </td> <td>\$135.68</td> </tr> <tr> <td style="text-align: right;">Subtotals:</td> <td> </td> <td>\$623.00</td> <td> </td> <td> </td> <td>\$127.29</td> <td>\$35.00</td> <td>\$50.00</td> <td>\$32.00</td> <td>\$125.00</td> <td>24</td> <td> </td> <td>\$13.80</td> <td> </td> <td> </td> <td>\$1,006.09</td> </tr> </table> <p style="font-size: x-small; color: red; margin-top: 5px;"><input checked="" type="checkbox"/> Meal expenses being claimed does not include alcoholic beverage(s)</p> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 60%; border: 1px solid black; padding: 5px; vertical-align: top;"> <div style="border: 1px solid black; padding: 2px;"> <p style="font-size: x-small; margin: 0;">Remarks/Details</p> <p style="margin: 0;">Breakfast/lunches provided at the conference. 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	Approver Name 	Date: 																	
	Approval Signature 	Date: 																	
<p>6. Attach receipts and send to Business Services/SBS 345</p>	<p>Tip:</p> <ul style="list-style-type: none"> 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.) 																		