

TRAVEL ADVANCE

Auxiliary Travel

5500 University Parkway, San Bernardino, CA 92407
 Main (909) 537-5155 Fax (909) 537-7080
 Email: payables@csusb.edu

Business Unit:

Traveler Status:

Coyote ID :

CLAIMANT (Please Type:)	Date	Phone
Home Address, City, State, Zip Code		

PEOPLESOFT	Account	Fund	Dept	Program	Class	Project	Amount
CHARTFIELD							

General Travel Information

Location of Travel	Purpose of Travel
Date & Time Depart	Date & Time Return

Method of Travel: State Vehicle Private Vehicle Plane Other

Estimated Expenses

1. Meals & Lodging _____
2. Conference or Registration Fee _____
3. Private Auto Mileage _____
4. Miscellaneous Expenses (Taxi, Tolls, Parking) _____
5. Airfare _____
6. Total Estimated Expenses _____

Pre- Paid Expenses

	Make Check Payable to: <i>(please include name and address)</i>	Amount	Date Needed
7. Airfare			
8. Conference or Registration Fee			
9. Lodging (Enter \$, if check is payable to the Hotel).			

10. Amount subject to expense advance = (total from line 6 and minus line 7, 8, 9). _____
 11. Advance required = (total from line 10 and multiply by 80%), or less than line 10. _____

Date Needed: _____

I CERTIFY THAT: This trip meets my approval and there are sufficient funds to cover the expenses.

Prepared by *(Please Print)* _____ Phone or Ext _____ Date _____

Signature of Claimant _____ Date _____

Account Authorized Signature Approval _____ Date _____

Approved By *(Please Print)* _____

Auxiliary Use Only

Vendor# _____

Voucher# _____

Budget Approval: _____

Please Note: A TRAVEL EXPENSE CLAIM form must be submitted within 30 days from completion of trip. Any outstanding travel claims could result in denial of future requests for advances.

Please allow 10 to 15 days for processing and payment.

AUXILIARY REQUEST FOR TRAVEL ADVANCE

Instructions

- A travel expense advance may be submitted for up to 80% of the estimated out-of-pocket expenses for travel more than 24 hours (local day travel when an overnight stay is not required) and may be requested no earlier than 30 days prior to the trip. Exceptions will be made for the 30-day restriction when discounts are offered, to meet registration deadlines, or when there is a demonstrated business need.
- An employee travel advance is limited to up to 80% of the total estimated out-of-pocket business travel expenses, when those total estimated expenses are \$250.00 or more (minimum \$200.00 advance).
- The traveler must complete a Travel Expense Advance form or complete a Travel Advance Request in Concur. Forward the paper form to the Auxiliary Accounts Payable Office for processing.
- A new Travel Expense Advance may not be issued if a prior outstanding advance has not been cleared.
- The advance must be refunded immediately when a trip is canceled or postponed. The traveler is personally responsible for clearing the advance.
- To avoid personal tax liability, the advance must be substantiated within 30 days after the trip by submitting a Travel Expense Claim with appropriate backup documentation.

The Accounts Payable turnaround time frame is 10 to 15 business days, upon receiving the completed forms and the appropriate back-up documentation.

Check Disbursement

- All checks will be delivered to the payee at the address listed on this form
- Please select business unit that applies to this activity
 - ASI Associated Students, Inc.
 - PHL Philanthropic Foundation
 - SUN Santos Manuel Student Union
 - UEC University Enterprises Corporation at CSUSB

Personal Information

- Traveler Status (Indicate if Employee or Student)
- Coyote ID number
- Claimant - Name of the person traveling
- Date - The date you are filling out the request
- Phone - Home phone number of Claimant
- Home Address - Home address of Claimant

Peoplesoft Chartfield

- Enter the account, fund, dept., project, and amount.

General Travel Information

- Location of Travel- Travel destination
- Purpose of Travel- Explanation for the travel plans
- Date & Time Depart- The date and time of your travel departure
- Date & Time Return- The date and time of your travel return

Method of Travel

- Please select the following as a method of traveling: State Vehicle, Private Vehicle, Plane, or Other.

Estimated Expenses

- Please enter the dollar amount for all the estimated travel expenses
 1. Meals & Lodging
 2. Conference or Registration Fee
 3. Private Auto Mileage
 4. Miscellaneous Expenses (Taxi, Tolls, Parking)
 5. Airfare
 6. Total Estimated Expenses
 7. Pre-paid Expenses

Please enter the dollar amount for all the pre-paid travel expenses. These expenses are excluded from the dollar amount subject to the expense advance.

8. Airfare
9. Conference or Registration Fee
10. Lodging (Enter \$ if check is payable to the Hotel)
11. Expense Advance
12. Enter amount subject to expense advance. The calculation is the total from line 6 minus line 7, 8, 9.
13. Enter amount of the advance required. The calculation is the total from line 10 multiplied by 80%

Certification

- If you are receiving reimbursement from more than one source, you must provide information concerning that source to prevent duplication payment/reimbursement.

Prepared By

- This is the individual preparing the Travel Expense Advance

Claimant

- This is the individual who is traveling and requesting the reimbursement

Approved By

- An authorized signer on the account must approve and date the Travel Expense Advance.
- Submit the request to Auxiliary Accounts Payable Office for processing.

Failure to complete all requested information will be returned to preparer.

Review the detailed Travel Policy located here: <https://www.csusb.edu/travel/forms-policies>

Use Concur for Faster Service

For more efficient claims, quicker turnaround and more effective receipt management, please request your cash advances and file your expense claims directly in Concur, the CSUSB Travel System.

For more information, contact the Travel Department for assistance.

<https://www.csusb.edu/travel>