

ADOBE FORM INSTRUCTIONS
AP - Travel Expense Form

Instructions for Completing the Travel Expense Form in Adobe Sign. This Adobe Form is generally used by non-CSUEB employees, such as students and recruitments.

- 1) From the AP Forms page, you can click on the form, and log into Adobe Sign. You will start from the Library, and click on the workflow, and select the **AP - Travel Expense form**
- 2) Next you will need to note the recipients: which would include you and your approvers
- 3) Next is to add the appropriate AP Technician that will process your claim
- 4) Under the Agreement Name, you will need to add your last name, first name after the Travel Expense Claim
- 5) Then you have to add your receipts and all supporting documentation to support your travel expense claim and hit SEND
- 6) Next it will open up the Travel Expense Claim document for you to complete and below are the steps on how to complete the form
- 7) Claimant's Name: First and Last name of the traveler.
- 8) NetID: CSUEB issued netid #. If none, leave blank.
- 9) Mailing Address: Full mailing address of person to be paid – Claimant or Payee.
- 10) Phone: Traveler's phone number.
- 11) Normal Work Days/Hours: To be completed by employees only.
- 12) Purchased by University (includes CSUEB Travel Card) section: Any expense related to this travel that was paid **directly** by the University. This includes University check, p-card, travel corp cards and electronic payments (CPO). This does **not** include items paid by traveler using travel advance money. If none, leave section blank.
- 13) Advance to/Purchased by Traveler section: Any expense related to this travel that was paid by the traveler whether by cash, check, personal credit card or travel advance money received from the University. If none, leave section blank.
- 14) Date: Using mm/dd/yy format, enter date for each day of business travel. There should be one row for each day of the trip. **All expenses incurred on that day will be in that one row.**
- 15) Time: On the first and last day of travel enter the time the trip began and ended using military time (for example 1:00 pm is entered as 13:00)

- 16) Location: On the first day of travel enter the destination city. On the last day of travel enter "Return". If the trip involves multiple destinations, enter the new destination on the appropriate date.
- 17) Lodging Daily Charges: Enter the room rate plus taxes and fees for that particular day.
- 18) Meals columns: Enter the amount actually spent in the appropriate meal column for that entire day. (one row per day) Tips for meals are included in the meal amounts.
- 19) Incidentals: Actual amounts paid in tips for hotel maids, baggage handlers, etc. Not claimable the first 24 hours of travel.
- 20) Airfare & Bag Fees: Amounts paid for Economy/Coach airfare and baggage fees.
- 21) Rental Car & Fuel: University contract is with Enterprise and National as a back-up. University travelers must use only these vendors and only for Intermediate and smaller size vehicles. Enter fuel purchases and any rental charges in the appropriate section of form. Fuel purchased for personal cars is not reimbursable.
- 22) Taxi, Tolls, Shuttle, Parking: Enter expenses on the day incurred. Include tips to drivers in the amounts. BART and ride share companies (Lyft, Uber) belong in this column.
- 23) Private Car Use: Enter miles driven for personal car use only. Dollar amounts will be calculated by the form. Please make sure you have submitted your 261 form and proof of Defensive Driving Training to Accounts Payable in advance of submitting your claim.
- 24) Registration Fee: Enter any amount for conference/event registration.
- 25) Other Business Expenses: Any allowable business expense incurred during the trip that is not reportable in another column. This dollar amount must be explained in the "Purpose/Remarks" section of the form.
- 26) Total Expenses: Form will calculate total expenses for each day.
- 27) Purpose/Remarks: name of conference/event, location and dates. Include a statement of the business purpose for travel. Include an explanation for any amounts in the "Other Business Expenses" column as well as an explanation for any unusual charges.
- 28) Total Claim section: some amounts are entered by formulas built into the form, some are not. Make sure all amounts are accurate and enter any additional information such as travel advances or allowable reimbursement (if less than calculated total).
- 29) Cost Distribution section: This section must be completed for reimbursement. Please obtain this information from the departmental budget person or the person who authorized travel. There may be one or more chartfield combinations per claim. Use one line per chartfield combination and enter total expenses related to that chartfield. The destination of the travel determines whether the expenses are In-State or Out-of-State. (For example- travel from the campus to Seattle, WA – all expenses are considered Out-of-State, even airport parking and mileage to airport incurred in state).

- 30) Signature/Approval sections: Claimant section is completed by the traveler. Claim must be approved by the traveler's manager or manager authorizing the travel. If the manager does not have fiscal authority over the funding source(s), the person(s) with fiscal authority must also sign.
- 31) After your travel expense claim is completed, you will then sign your claim and hit submit and it will be routed for approvals and sent to AP for processing
- 32) Detailed receipts showing method of payment are required for all expenses paid directly by the University, all expenses listed as "Other Business Expenses," and all expenses \$75.00 and up. Small receipts may be attached to an 8.5" x 11" piece of paper and scanned as one document.
- 33) Please direct any questions to the Accounts Payable Department by emailing accounts.payable@csueastbay.edu or contact any one of our AP Technicians for further assistance.