CBE TRAVEL AND EXPENSE CLAIM REIMBURSEMENTS

California State University, East Bay pays or reimburses travel related expenses that are ordinary, reasonable, not extravagant, and necessary to conduct official University business. All expense reimbursements and business travel arrangements must comply with University policies and procedures, prudent accounting practices, and applicable collective bargaining agreements.

TRAVEL AUTHORIZATION

1. Complete the Travel Authorization Form and Travel Estimator Worksheet for all travel on behalf of CSUEB.
   - Obtain travel authorization approval before incurring expenses (such as conference registration fees) and traveling. Also, obtain approval for travel on behalf of CSUEB paid by another entity.
   - No rental cars - rental cars are rarely approved and only under special circumstances, such as to lower costs. They must be pre-approved using the Travel Authorization Form.
   - Meals – reimbursement of actual expenses up to $55/day. This should not be used as a per diem. Foreign travel meals are reimbursed at the location-specific Federal Per Diem rate.
   - Lodging – approval to exceed the maximum rate of $275/night before taxes and fees may be granted under special circumstances by the Provost using the Approval Form to exceed the nightly maximum rate and attaching it to the Travel Authorization form.
   - Please refer to the CSUEB Travel website for the most updated University travel policy, Foreign Travel and Foreign Per Diem Rates for foreign travel, and to Risk Management for related information.

2. Obtain approval of your travel authorization form and worksheet from your Department Chair/Direct Supervisor and Dean/Director by following the routing process.
   - Routing - Employee Initiates -> Department Admin > Department Chair/Supervisor > Budget Analyst-> Dean/Program Director > copy to Department Admin > pdf uploaded into Certify
     - Department Admins create a new expense report within the Faculty/Employee Certify account with the following name: LASTNameFIRSTName_DATE(S)RANGE_LOCATION (Example: SmithJane_010120-010520_Sacramento) and upload pdf copies of the approved Form, Worksheet, and Appendices into the expense report using account code: 111111- Additional Documents.
   - Deadlines for submitting completed paper forms to the Dean’s office:
     - Domestic - 14-21 days in advance for local, in-state and out-of-state travel.
     - Foreign - 60 days in advance for international travel (75 days for high hazard).

TRAVEL REIMBURSEMENT

1. Include the following documents in your Certify expense report.
   - Approved Travel Authorization Form – should already be in your Certify expense report and assigned the account code 111111- Additional Documents.
   - Meeting Agenda/Itinerary with included meals noted – assign the Certify dropdown account code: 111111- Additional Documents.

2. Include receipts for the following expenses in your Certify expense report.
   - Conference Registration – Use the Certify dropdown account code: 111111 - CPO/P-Card/Check Request if paid by your Department Admin’s University P-Card.
   - Airfare
   - Lodging - Maximum rate is $275/night before taxes and fees unless prior approval granted to exceed the maximum in the Travel Authorization process.
CBE TRAVEL AND EXPENSE CLAIM REIMBURSEMENTS

• Meals
  o Maximum reimbursement up to $55 per day.
  o Receipts are not required for submission but may be required for approval if it appears that meal expenses are being treated as a per diem by routinely claiming the maximum amount.
  o Foreign travel meals are reimbursed based on the location specific Federal Per Diem rate with no receipts required.
• Incidentals – Include receipts for transportation, parking, tolls, etc. expenses of $75.00 or more. Save receipts under $75.00 as they may be requested for approval.
• Miscellaneous

CERTIFY TRAVEL REIMBURSEMENT SUBMISSION

1. Please go to Certify Training and Resources / Log In To Certify for help and log in information. To get additional Certify help, contact your Department Admin. Do not submit a Support Ticket on the Certify website or call Certify Phone Support. The cost to utilize the service is $29/transaction.
2. Enter expenses within the Certify travel expense report previously created with a title in the form of “SmithJane_010120-010120_Sacramento.” Your Travel Authorization Form was uploaded here.
3. Set-up your account in Certify to allow for internal assistance and review of your expense report.
   • In the top-right of the Certify screen, click your name and then “Manage Delegate Users.”
   • Under “Add a Delegate User,” enter your Department Admin’s name and select “Create expense reports and submit on your behalf.” Then do the same for Patricia Loche.
4. Enter your trip details and expenses or request that your Department Admin enter the information.
5. Before submitting your report for approval, email your Department Admin that your report is ready for review. Use your University email account and NOT Certify’s system.
6. After requested changes have been made, your Department Admin will email you that your report is ready to submit.
7. REQUIRED: The Dean/Associate Dean must be added to your claim as an Additional Approver for any claims utilizing PL007 or Dxxx Trust Fund.
8. Then submit your report in Certify. FACULTY/STAFF ARE REQUIRED TO SUBMIT THEIR OWN EXPENSE CLAIMS IN CERTIFY. DEPARTMENT ADMINS CANNOT SUBMIT ON YOUR BEHALF.

OTHER PURCHASE AUTHORIZATIONS AND REIMBURSEMENTS

1. Complete a Purchase Request Form for all non-travel related expenses.
2. Obtain approval of the purchase request form from your Department Chair/Program Director/Supervisor and the Dean prior to making any purchases, prior to incurring any expenses, and prior to requesting reimbursement.