REQUEST FOR AUTHORIZATION T	O TRAVE	L				<u></u>	
To display the authorization fo	rm, please	select Item 1	- 4 (Dome	stic Trave	l) or 1 - 5 (Interna	tional Travel)	below:
1. Traveler Category:  Faculty (Complete Class Coverage in Appendix)  Staff/Administration  Group Travel (Attach Release of Liability)  Students (Attach Release of Liability)		Travel Type: Domestic Travel International Travel (Click for more information)	3. Is this a expense to by Found ("W" Fun	to be paid ation d)?	4. Document Type:  New Document Revised Cancel Travel	5. Are you trav internationally <u>Area?</u> (If yes, C Attach Chance <u>Approval Form</u> Yes ✓ No	to <u>a High Risk</u> Complete and Hor Office's
Traveler/Group Leader		Phone Numbe	r Depart	ment/Posi	tion		
Student's First and Last Name		Preferred #	Cente	r for Stude	nt Research	rkite titiga ekire (1947) gjalende Vali Ki engl	
Traveler's Email		Travel Arrange	er's Name	Trav	vel Arranger's Email		
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Destination	successive Record Servers Solicion		a a suit a a a		Travel Date		
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+ Click to add (or subtract) destination line	above if trave	ling to multiple dest	inations)				
Purpose of the Trip / Comments							
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Mode of Transportation (check all that apply  ☑ Commercial Air Carrier ☐ Rental Vehicle ☐ Private Vehicle (Attach Form "Student Aut	State Ve		y Owned Ve	<u></u>	Please note: If you wil current <u>Defensive Dri</u> complete one before o	ving Training cert	ification or
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- Department is required to retain the original for 4 fiscal years and is subject to audit.
- Keep a copy to take with you on your trip
- Send a **copy** to Risk Management

<u>Department of States STEP (Smart Traveler Enrollment Program)</u> - enroll your trip with the nearest U.S. Embassy or Consulate.

	П	have	registered.	Attached	STEP	registered	itinerary.
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## **REQUEST FOR AUTHORIZATION TO TRAVEL**

Clear Form

Travel Related Questions, Refer to <u>CSUEB Travel Website</u> or Contact Accounts Payable Manager Lana Lewis at x52854 Last Update: January 10, 2017

## **Appendix**

Travel	Estimator	Worksł	neet	(Return to Chartfield String Table )												
Date (mm/ dd/yy)	Location	Meals <sup>1</sup>	Inciden -tals <sup>2</sup>	Registration Fee	Airfare <sup>4</sup>	Airfare Baggage Fee <sup>5</sup>	Lodging <sup>6</sup>			Car Rental/ Taxi/	Hotel	Others (eg.	Mileage 10  Miles   Rate   Amount			Total Estimate
							Rate	Taxes	Total	Shuttle'	Parking		Miles   Rate   A		Amount	Cost
7/10/17	SFO- Vienna	\$30.00			\$600,00	\$50.00	\$88.00	\$5.00	\$93.00	\$10,00	ingstatististani Valvasiotas	yeerjasii.e gaveeliyaasi	adiarat. Patena	0.535	\$0.00	\$783.00
7/11/17	Vienna	\$30.00		\$150,00			\$88,00	\$5.00	\$93.00	\$10,00			+1.4. -2.7.	0.535	\$0.00	\$283.00
7/12/17	Vienna	\$30.00	, and a se	313,61,61			\$88.00	\$5.00	\$93.00	\$10.00		T GARTER	4850	0.535	\$0.00	\$133,00
7/13/17	Vienna	\$30.00				1977.	\$88.00	\$5.00	\$93.00	\$10.00		egang afan ( Lengua sa	101/201	0.535	\$0,00	\$133.00
7/14/17	Vienna	\$30.00	50000000				\$88.00	\$5.00	\$93,00	\$10,00				0.535	\$0.00	\$133.00
7/15/17	Vienna- SFO	\$30.00				iden krijter Veloriele				\$10,00				0.535	\$0.00	\$40.00
+ -	Subtotals:	\$180.00		\$150.00	\$600.00	\$50.00			\$465.00	\$60.00					\$0,00	\$1,505.00

The following notes are <u>only</u> summary reminders and <u>not</u> the entire <u>travel procedures and policy</u>, which you <u>must</u> adhere to. <u>In addition</u>, these notes may not be applicable to international travel or travel outside the 48 contiguous United States)

- i. Receipts are required for expenses greater than \$75.00. Tape all little receipts on an 8 ½ x 11 piece of paper.
- ii. Traveler must file a travel claim within 30 days of completion of travel.
- iii. Expenses must be business related and necessary for the purpose of the trip, and must be ordinary, reasonable and not extravagant .
- iv. Notes for Travel Estimator Worksheet
- (1) Meals: maximum allowable, including tips, is \$55.00 per day. Allowable tips are not to exceed 20% of the total bill.
- (2) Incidentals: not allowable for the first day of travel, thereafter the maximum allowable is \$7.00 per day.
- (3) Registration Fee: Use account 660009.
- (4) Airfare or other commercial carrier: maximum allowable is based on the most economical mode of transportation and the most commonly traveled route consistent with the purpose of the trip. Use the University travel agent to ensure you meet this requirement. Contact Accounts Payable for instructions (510) 885-2830.
- (5) Baggage fee: maximum allowable is based on reasonable and necessary amounts for the business purpose and length of the trip.
- (6) Lodging: maximum allowable \$275 per night, excluding taxes, unless written pre-approval is received prior to travel. When checking in identify yourself as a University employee and claim exemption from the transient tax. You will be required to complete a <u>form</u> and may be required to present your travel authorization and Bay Card. Some CA locations may not grant an exemption.
- (7) Car Rental: use <u>enterprise.com</u> to get the state contract amount, which includes insurance. You can also use the University travel agent to reserve your car so you receive the state contracted amount. Contact Accounts Payable for instructions (510) 885-2830. You must have a current defensive driving certificate or complete the defensive driving training prior to travel.
- (8) Airport/Hotel parking: valet parking charges or premium parking charges in excess of normal parking charges are not allowable, unless the traveler obtains an exception.
- (9) Other: <u>Insurance</u> is compulsory for international travel. Insurance Premiums vary depending on travel categories and duration of travel. Visit the <u>Foreign Travel</u> website for more information.
- (10) Mileage: You must have a current defensive driving certificate or complete the defensive driving training prior to travel. In addition, you must also have a current STD261 form on file or complete one prior to travel. Mileage reimbursement cannot exceed the most economical mode of transportation available.