

ACCOUNTING SERVICES
QUICK REFERENCE GUIDE TO:

State Requirements When Traveling On State Business

- The **Travel Expense Claim** must be **filed** in the Accounting Office **no later** than **30** days after the return date of the trip-
- If advance received and not all was used, you must return the unused portion with the Claim. The check should be made payable to CSUF-
- **Original receipts** must be turned in with claim-
- **Receipts** must be in claimant's name- (Receipts Must show zero balance due in order for claimant to be reimbursed)
- **Lodging receipt** showing breakdown of daily expenses must be included with claim-
- **Airfare:** Ticket must be turned in with claim- (except when purchased through BTA)
- **Meals** are allowed at the following rate:

Breakfast	-	\$ 9.00
Lunch	-	\$ 12.00
Dinner	-	\$ 20.00
Incidental	-	\$ 5.00
- No travel advance will be issued if a claim is past due on a prior trip-
- **Advances** must be picked up before the date of the trip. If not, reimbursement will be made when the claim is filed-

- Private Car use:**
- State reimburses at 34.5 cents per mile
 - Must have a valid California Driver's License
 - Must have on file an "Authorization to Use Privately Owned Vehicle Certification Card"
 - If claiming mileage more than once a month, must have completed the Defensive Driver's Training class