

In regards to travel authorizations and reimbursements, CSUN Foundation follows the policies and guidelines of the State of California, California State University, and California State University, Northridge. This includes domestic and international travel for faculty, staff, and students.

	TA - TRAVEL AUTHORIZATION	CA - CASH ADVANCE	ER - EXPENSE REPORT
BEFORE YOU TRAVEL	<ul style="list-style-type: none"> ✓ Estimated Cost ✓ Create TA <u>PRIOR</u> to travel ✓ Must be <u>APPROVED</u> prior to travel ✓ International Travel – must complete myCSUNGlobe in the CSUN portal 	<ul style="list-style-type: none"> ✓ Create <u>AFTER</u> TA is approved ✓ Request at least 10 days <u>PRIOR</u> to travel ✓ Must be over \$100 per line item ✓ Associate TA to the CA 	N/A
AFTER YOU TRAVEL	<ul style="list-style-type: none"> ✓ TA <u>NOT APPROVED</u> prior to travel Complete University Travel After-the-Fact Approval Form with Vice Presidential approval 	N/A	<ul style="list-style-type: none"> ✓ Create ER for reimbursement ✓ Associate TA & CA to the ER ✓ Meetings and Conferences require an Agenda
DAILY EXPENSES	<ul style="list-style-type: none"> ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Receipts must be taped to letter size paper 	<ul style="list-style-type: none"> ✓ Request at least 10 days <u>PRIOR</u> to travel ✓ Must be over \$100 per line item ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Receipts must be taped to letter size paper ✓ Associate TA to the CA 	<ul style="list-style-type: none"> ✓ Meetings and Conferences require an Agenda ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Receipts must be taped to letter size paper ✓ Missing Receipt Certification required if receipt is not available. Certification signed by traveler and approving official.
In State / Out of State	<ul style="list-style-type: none"> ✓ Based on <u>Final Trip Destination</u> 	N/A	<ul style="list-style-type: none"> ✓ Based on <u>Final Trip Destination</u>

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International Travel	<ul style="list-style-type: none"> ✓ Complete <u>myCSUNGlobe</u> process <u>BEFORE</u> creating TA <ul style="list-style-type: none"> ❖ Allow sufficient time for approval ✓ Create TA <u>AFTER</u> paper process approved <ul style="list-style-type: none"> ❖ Attach <u>APPROVED</u> Int'l paper documentation to the TA ❖ Attach Insurance confirmation from Risk Management ❖ Attach Daily Itinerary ✓ Receipts must be taped to letter size paper 	<ul style="list-style-type: none"> ✓ Request at least 10 days <u>PRIOR</u> to travel ✓ Must be over \$100 per line item ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Receipts must be taped to letter size paper ✓ Associate TA to the CA 	<ul style="list-style-type: none"> ✓ Enter actual cost ✓ Select Int'l Expense Types (Air, Rental, etc) ✓ Attach <u>APPROVED</u> Int'l paper documentation <ul style="list-style-type: none"> ❖ Attach Insurance confirmation from Risk Management ❖ Attach Daily Itinerary ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Attach Currency Conversion using date expense incurred ✓ Receipts must be taped to letter size paper
Air Travel	<ul style="list-style-type: none"> ✓ Enter Estimated Cost ✓ Enter Round Trip Amount using date of departure ✓ Plaza Travel – once TA approved, Foundation will notify Plaza to book flight. Invoice will be paid by Foundation directly. ✓ Requesting CA - Payment Type must be "Traveler Paid" 	<ul style="list-style-type: none"> ✓ Request at least 10 days <u>PRIOR</u> to travel ✓ Must be over \$100 per line item ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Receipts must be taped to letter size paper ✓ Associate TA to the CA 	<ul style="list-style-type: none"> ✓ Enter actual cost ✓ Select Int'l or Domestic ✓ On one line, enter round trip amount using departure date ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Receipts must be taped to letter size paper ✓ WIFI on Flight requires justification ✓ Premium upgrades will <u>NOT</u> be reimbursed (preferred seating, travel protection plans)

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Baggage Fees	<ul style="list-style-type: none"> ✓ Estimated cost 	N/A	<ul style="list-style-type: none"> ✓ Enter actual cost ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Receipts must be taped to letter size paper
Ground Transportation	<ul style="list-style-type: none"> ✓ Estimated cost ✓ Select Int'l or Domestic 	N/A	<ul style="list-style-type: none"> ✓ Enter actual cost ✓ Include tip (not to exceed 20%) ✓ Description includes to and from destination ✓ Restaurant in Hotel – provide justification for travel to outside location ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Receipts must be taped to letter size paper
Hotel/Lodging	<ul style="list-style-type: none"> ✓ Estimated cost ✓ Select Int'l or Domestic ✓ Hotel <u>OVER</u> \$275 per night <ul style="list-style-type: none"> ❖ Based on <u>Daily Rate</u> (NOT including tax and fees) ❖ <u>MUST</u> complete justification ✓ California Hotels - Complete Tax Waiver form 	N/A	<ul style="list-style-type: none"> ✓ Enter actual cost per day ✓ Attach Hotel Folio receipt with a zero balance ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Receipts must be taped to letter size paper ✓ Premium upgrades will NOT be reimbursed (suites, movies)

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Incidentals	✓ Estimated cost	N/A	<ul style="list-style-type: none"> ✓ Enter actual cost per day <ul style="list-style-type: none"> ❖ Not to exceed \$7.00 ✓ Do not claim for the first day of travel unless overnight Hotel stay
Meals	✓ Estimated cost	✓ See Travel Policy	<ul style="list-style-type: none"> ✓ Enter actual cost per day, <u>NOT</u> per diem <ul style="list-style-type: none"> ❖ Include tip (not to exceed 20%) ❖ <u>Exclude</u> Alcohol ✓ Maximum meal allowance is \$55 per day ✓ Meals \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Receipts must be taped to letter size paper ✓ Do <u>NOT</u> claim meals included in the conference or meetings
Mileage	✓ TA not required for Mileage & Parking only	N/A	<ul style="list-style-type: none"> ✓ Enter actual cost per day ✓ Enter TO / FROM in the description field <ul style="list-style-type: none"> ❖ Include time ✓ Attach MapQuest showing claimed miles <ul style="list-style-type: none"> ❖ Use CSUN address ❖ Exception: Leaving from Home on nonbusiness day/hours (Weekends and Holidays) ✓ CSU to CSU - Review mileage chart <ul style="list-style-type: none"> ❖ MapQuest not required ✓ Receipts must be taped to letter size paper

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Parking	<ul style="list-style-type: none"> ✓ Estimated Parking fees 	N/A	<ul style="list-style-type: none"> ✓ Enter actual cost per day ✓ LAX Parking - preferred parking vendor: QuikPark <ul style="list-style-type: none"> ❖ Using non preferred vendor could result in partial payment ✓ Airport Parking - Enter full amount on the last day expense occurred ✓ Parking \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Receipts must be taped to letter size paper
Registration Fees	<ul style="list-style-type: none"> ✓ Estimated Conference Fees ✓ Attach Agenda ✓ CSUN Paid <ul style="list-style-type: none"> ❖ Attach Invoice with remittance information ✓ Paid by Chancellor's Office <ul style="list-style-type: none"> ❖ Select "Payment Type" Intercampus Transfer (CPO) ✓ Receipts must be taped to letter size paper 	<ul style="list-style-type: none"> ✓ Request at least 10 days PRIOR to travel ✓ Must be over \$100 per line item ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Receipts must be taped to letter size paper ✓ Associate TA to the CA 	<ul style="list-style-type: none"> ✓ Enter the actual cost on the first day of the conference. <ul style="list-style-type: none"> ❖ Attach Agenda ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Receipts must be taped to letter size paper

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Rental Car	<ul style="list-style-type: none"> ✓ Estimated Car Rental Fees ✓ Select Int'l or Domestic ✓ Preferred Vendor: <ul style="list-style-type: none"> ❖ Enterprise ❖ National <li style="text-align: center;">Insurance is included with preferred vendors ✓ NO reimbursement for extra insurance ✓ Premium upgrades will NOT be reimbursed ✓ Justification is required for non-preferred vendor use (Using non preferred vendors could result in partial or no reimbursement.) 	N/A	<ul style="list-style-type: none"> ✓ Enter the actual cost on the first day of the car rental ✓ Do NOT claim mileage ✓ NO reimbursement for extra insurance ✓ Premium upgrades will NOT be reimbursed ✓ Justification is required for non-preferred vendors <ul style="list-style-type: none"> ❖ Using non preferred vendors could result in partial or no reimbursement ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Receipts must be taped to letter size paper
Rental Car Fuel	<ul style="list-style-type: none"> ✓ Estimated Car Fuel 	N/A	<ul style="list-style-type: none"> ✓ Enter actual cost ✓ ALL single item expenses \$75 and over require: <ul style="list-style-type: none"> ❖ Itemized receipt ❖ Proof of payment ✓ Receipts must be taped to letter size paper
Travel to Restricted States (AB 1887)	An approved <u>Request for Approval of Travel to Prohibited States under AB 1887</u> form must accompany the TA. https://www.csun.edu/travel/ab1887	N/A	A copy of the approved <u>Request for Approval of Travel to Prohibited States under AB 1887</u> form must accompany the claim.
Student Travel Forms	Copies of the signed forms required under CSUN policy must accompany the TA.		Copies of the signed forms required under CSUN policy must accompany the claim.
Travel by Official Guest	A copy of the approved <u>Hospitality Form</u> and the signed <u>Hold Harmless Waiver</u> must accompany the TA.		A copy of the approved <u>Hospitality Form</u> and the signed <u>Hold Harmless Waiver</u> must accompany the claim.