

## eTravel Quick Reference Guide\*

	TA - TRAVEL AUTHORIZATION	CA - CASH ADVANCE	ER - EXPENSE REPORT
<b>BEFORE YOU TRAVEL</b>	<ul style="list-style-type: none"> <li>✓ Estimated Cost</li> <li>✓ Create TA <u>PRIOR</u> to travel</li> <li>✓ Must be <u>APPROVED</u> prior to travel</li> <li>✓ International Travel                             <ul style="list-style-type: none"> <li>❖ Refer to Int'l travel below</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Create <u>AFTER</u> TA is approved</li> <li>✓ Request at least 10 days <u>PRIOR</u> to travel</li> <li>✓ Must be over \$100 per line item</li> <li>✓ Associate TA to the CA</li> </ul>	N/A
<b>AFTER YOU TRAVEL</b>	<ul style="list-style-type: none"> <li>✓ TA <u>NOT APPROVED</u> prior to travel                             <ul style="list-style-type: none"> <li>❖ Contact VP Office</li> </ul> </li> </ul>	N/A	<ul style="list-style-type: none"> <li>✓ Create ER for reimbursement</li> <li>✓ Associate TA &amp; CA to the ER</li> <li>✓ Meetings &amp; Conferences require an Agenda</li> </ul>
<b>DAILY EXPENSES</b>	<ul style="list-style-type: none"> <li>✓ ALL single item expenses \$75 and over require:                             <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ Attachments preferred in PDF format</li> </ul>	<ul style="list-style-type: none"> <li>✓ Request at least 10 days <u>PRIOR</u> to travel</li> <li>✓ Must be over \$100 per line item</li> <li>✓ ALL single item expenses \$75 and over require:                             <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ Attachments preferred in PDF format</li> <li>✓ Associate TA to the CA</li> </ul>	<ul style="list-style-type: none"> <li>✓ ALL single item expenses \$75 and over require:                             <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ Attachments preferred in PDF format</li> <li>✓ "No Receipt" expenses \$75 and over require:                             <ul style="list-style-type: none"> <li>❖ "No Receipt" box <b>MUST</b> be checked</li> <li>❖ Justification required</li> </ul> </li> <li>✓ Meetings &amp; Conferences require an Agenda</li> </ul>
<b>In State / Out of State</b>	<ul style="list-style-type: none"> <li>✓ Based on Final Trip Destination</li> <li>✓ Defaults to "In State"</li> <li>✓ Out of State destinations:                             <ul style="list-style-type: none"> <li>❖ ALL line items must be "Out of State"</li> </ul> </li> </ul>	N/A	<ul style="list-style-type: none"> <li>✓ Based on Final Trip Destination</li> <li>✓ Defaults to "In State"</li> <li>✓ Out of State destinations:                             <ul style="list-style-type: none"> <li>❖ ALL line items must be "Out of State"</li> </ul> </li> </ul>
<b>International Travel</b>	<ul style="list-style-type: none"> <li>✓ Go to <a href="#">International and High Risk Travel</a> for instructions</li> </ul>	<ul style="list-style-type: none"> <li>✓ Request at least 10 days <u>PRIOR</u> to travel</li> <li>✓ Must be over \$100 per line item</li> <li>✓ ALL single item expenses \$75 and over require:                             <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ Attachments preferred in PDF format</li> <li>✓ Associate TA to the CA</li> </ul>	<ul style="list-style-type: none"> <li>✓ Enter actual cost</li> <li>✓ Select Int'l Expense Types (Air, Rental, etc)</li> <li>✓ Attach <u>APPROVED</u> Int'l paper documentation                             <ul style="list-style-type: none"> <li>❖ Attach Insurance confirmation from Risk Management</li> <li>❖ Attach Daily Itinerary</li> </ul> </li> <li>✓ ALL single item expenses \$75 and over require:                             <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ Attach <a href="#">Currency Conversion</a> using the date expense incurred or Credit Card Statement</li> <li>✓ Intl. per diem can be used for lodging and meals</li> </ul>

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<b>Air Travel</b>	<ul style="list-style-type: none"> <li>✓ Enter Estimated Cost</li> <li>✓ Enter Round Trip Amount using date of departure</li> <li>✓ Select Int'l or Domestic</li> <li>✓ Plaza Travel – “Payment Type” must be "CSUN Paid"</li> <li>✓ Requesting CA - Payment Type must be "Traveler Paid"</li> </ul>	<ul style="list-style-type: none"> <li>✓ Request at least 10 days PRIOR to travel</li> <li>✓ Must be over \$100 per line item</li> <li>✓ ALL single item expenses \$75 and over require:                             <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ Attachments preferred in PDF format</li> <li>✓ Associate TA to the CA</li> </ul>	<ul style="list-style-type: none"> <li>✓ Enter actual cost</li> <li>✓ Select Int'l or Domestic</li> <li>✓ On one line, enter round trip amount using departure date</li> <li>✓ ALL single item expenses \$75 and over require:                             <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ Attachments preferred in PDF format</li> <li>✓ WiFi on Flight requires justification</li> <li>✓ Premium upgrades will <u>NOT</u> be reimbursed (preferred seating, travel protection plans, etc).</li> </ul>
<b>Baggage Fees</b>	<ul style="list-style-type: none"> <li>✓ Estimated cost</li> </ul>	N/A	<ul style="list-style-type: none"> <li>✓ Enter actual cost</li> <li>✓ ALL single item expenses \$75 and over require:                             <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ Attachments preferred in PDF format</li> </ul>
<b>Ground Transportation</b>	<ul style="list-style-type: none"> <li>✓ Estimated cost</li> <li>✓ Select Int'l or Domestic</li> </ul>	N/A	<ul style="list-style-type: none"> <li>✓ Enter actual cost</li> <li>✓ Select Int'l or Domestic</li> <li>✓ Include tip (not to exceed 20%)</li> <li>✓ Description: Enter TO / FROM</li> <li>✓ Restaurant in Hotel - Do <u>NOT</u> claim transportation to eat outside Hotel</li> <li>✓ ALL single item expenses \$75 and over require:                             <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ Attachments preferred in PDF format</li> </ul>

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<b>Hotel/Lodging</b>	<ul style="list-style-type: none"> <li>✓ Estimated cost</li> <li>✓ Select Int'l or Domestic</li> <li>✓ Hotel <u>OVER</u> \$275 per night                             <ul style="list-style-type: none"> <li>❖ Based on <u>Daily Rate</u> (NOT including tax and fees)</li> <li>❖ <u>MUST</u> complete justification</li> </ul> </li> <li>✓ California Hotels - <a href="#">Complete Tax Waiver form</a></li> </ul>	N/A	<ul style="list-style-type: none"> <li>✓ Enter actual cost per day</li> <li>✓ Select Int'l or Domestic</li> <li>✓ On the first day attach:                             <ul style="list-style-type: none"> <li>❖ Hotel Folio receipt with a zero balance</li> </ul> </li> <li>✓ ALL single item expenses \$75 and over require:                             <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ Attachments preferred in PDF format</li> <li>✓ Premium upgrades will NOT be reimbursed (Suites, movies, etc)</li> <li>✓ Lodging with a friend or relative: Non-cash gift up to \$75 may be provided to the host per stay.</li> </ul>
<b>Meals&amp; Incidental Expenses (M&amp;IE)</b>	<ul style="list-style-type: none"> <li>✓ Per Diem rate based on location of travel for Domestic and Int'l travel                             <ul style="list-style-type: none"> <li>○ Visit <a href="#">Reimbursement Rate</a> section of the travel site for further detail.</li> <li>○ <a href="#">eTravel Per Diem Quick Guide</a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ See Travel Policy</li> </ul>	<ul style="list-style-type: none"> <li>✓ Per Diem rate based on location of travel for Domestic and Int'l travel                             <ul style="list-style-type: none"> <li>○ Visit <a href="#">Reimbursement Rate</a> section of the travel site for further detail.</li> <li>○ <a href="#">eTravel Per Diem Quick Guide</a></li> <li>○ Per Diem includes tip before tax (not to exceed 20%)</li> <li>○ Per Diem rate includes incidentals</li> </ul> </li> </ul>

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<b>Mileage</b>	<ul style="list-style-type: none"> <li>✓ A Travel Authorization is not required if the only expenses are mileage and parking</li> </ul>	N/A	<ul style="list-style-type: none"> <li>✓ Enter actual cost per day</li> <li>✓ Enter TO / FROM in the description field                             <ul style="list-style-type: none"> <li>❖ Include time</li> </ul> </li> <li>✓ Attach MapQuest showing claimed miles                             <ul style="list-style-type: none"> <li>❖ Use Home address or CSUN address whichever is less</li> <li>❖ Exception: Leaving from Home on non-business day/hours (Weekends and Holidays)</li> </ul> </li> <li>✓ CSU to CSU - <a href="#">Review mileage chart</a> <ul style="list-style-type: none"> <li>❖ MapQuest not required</li> </ul> </li> <li>✓ Attachments preferred in PDF format</li> </ul>
<b>Parking</b>	<ul style="list-style-type: none"> <li>✓ Estimated Parking fees</li> </ul>	N/A	<ul style="list-style-type: none"> <li>✓ Enter actual cost per day</li> <li>✓ LAX Parking - preferred parking vendor: <a href="#">QuikPark</a> <ul style="list-style-type: none"> <li>❖ Using non preferred vendor could result in partial payment</li> </ul> </li> <li>✓ Airport Parking - Enter full amount on the last day expense occurred</li> <li>✓ Parking \$75 and over require:                             <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ Attachments preferred in PDF format</li> </ul>
<b>Registration Fees</b>	<ul style="list-style-type: none"> <li>✓ Estimated Registration Fees</li> <li>✓ Attach Agenda</li> <li>✓ CSUN Paid                             <ul style="list-style-type: none"> <li>❖ Must be over \$100 per line item</li> <li>❖ Attach Invoice with remittance information</li> </ul> </li> <li>✓ Paid by Chancellor's Office                             <ul style="list-style-type: none"> <li>❖ Select "Payment Type" Intercampus Transfer (CPO)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Request at least 10 days PRIOR to travel</li> <li>✓ Must be over \$100 per line item</li> <li>✓ ALL single item expenses \$75 and over require:                             <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ Attachments preferred in PDF format</li> <li>✓ Associate TA to the CA</li> </ul>	<ul style="list-style-type: none"> <li>✓ Enter the actual cost on the first day of the conference.                             <ul style="list-style-type: none"> <li>❖ Attach Agenda</li> </ul> </li> <li>✓ ALL single item expenses \$75 and over require:                             <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ Attachments preferred in PDF format</li> </ul>

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	<ul style="list-style-type: none"> <li>✓ Attachments preferred in PDF Format</li> </ul>		
	<b>TA - TRAVEL AUTHORIZATION</b>	<b>CA - CASH ADVANCE</b>	<b>ER - EXPENSE REPORT</b>
<b>Rental Car</b>	<ul style="list-style-type: none"> <li>✓ Estimated Car Rental Fees</li> <li>✓ Select Int'l or Domestic</li> <li>✓ Preferred Vendors:                             <ul style="list-style-type: none"> <li>❖ Enterprise</li> <li>❖ National                                     <ul style="list-style-type: none"> <li>▪ Insurance is included with preferred vendors</li> </ul> </li> </ul> </li> <li>✓ NO reimbursement for extra insurance</li> <li>✓ Premium upgrades will NOT be reimbursed</li> <li>✓ Justification is required for non-preferred vendor use                             <ul style="list-style-type: none"> <li>❖ Using non preferred vendors could result in partial or no reimbursement</li> </ul> </li> </ul>	N/A	<ul style="list-style-type: none"> <li>✓ Enter the actual cost on the first day of the car rental</li> <li>✓ Do NOT claim mileage</li> <li>✓ NO reimbursement for extra insurance</li> <li>✓ Premium upgrades will NOT be reimbursed</li> <li>✓ Justification is required for non-preferred vendors                             <ul style="list-style-type: none"> <li>❖ Using non preferred vendors could result in partial or no reimbursement</li> </ul> </li> <li>✓ ALL single item expenses \$75 and over require:                             <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ Attachments preferred in PDF format</li> </ul>
<b>Rental Car Fuel</b>	<ul style="list-style-type: none"> <li>✓ Estimated Car Fuel</li> </ul>	N/A	<ul style="list-style-type: none"> <li>✓ Enter actual cost</li> <li>✓ ALL single item expenses \$75 and over require:                             <ul style="list-style-type: none"> <li>❖ Itemized receipt</li> <li>❖ Proof of payment</li> </ul> </li> <li>✓ Attachments preferred in PDF format</li> </ul>

\*The following is a checklist to assist completing requests in the eTravel system. Adhering to these requirements should reduce or eliminate travel related requests being sent back for revision. We suggest areas to create a similar list if additional information is required internally. This checklist is for reference only. The traveler is responsible for adherence to CSU Travel Policy.