

Travel Expense form process.

- 1) Click the link to complete the form and initiate the process.
- 2) It will pop up a message – Thank you!

Thank you!

STEP 1 of your request has been completed (Initiating Travel Reimbursement).

STEP 2 [Click here](#) to download Travel Expense form. Complete the downloaded form and SAVE.

STEP 3 After completing the form, locate email from Cal State East Bay for final step.

- 3) Step 2, Click and download the travel expense form. Complete the SAVE.
- 4) Completing the form; complete each section for the form:
 - a) Purchased by University
 - b) Advanced to/Purchased by Traveler
 - c) Purpose/Remark
 - d) Cost Distribution

(Detailed instructions on how to complete the travel claim expense form - STEPS 5 thru 30)

- 5) Claimant's Name: First and Last name of the traveler.
- 6) NetID: CSUEB issued netid #. If none, leave blank.
- 7) Mailing Address: Full mailing address of person to be paid – Claimant or Payee.
- 8) Phone: Traveler's phone number.
- 9) Normal Work Days/Hours: To be completed by employees only.
- 10) Purchased by University (includes CSUEB Travel Card) section: Any expense related to this travel that was paid directly by the University. This includes University check, p-card, travel corp cards and electronic payments (CPO). This does not include items paid by traveler using travel advance money. If none, leave section blank.

- 11) Advance to/Purchased by Traveler section: Any expense related to this travel that was paid by the traveler whether by cash, check, personal credit card or travel advance money received from the University. If none, leave section blank.
- 12) Date: Using mm/dd/yy format, enter date for each day of business travel. There should be one row for each day of the trip. All expenses incurred on that day will be in that one row.
- 13) Time: On the first and last day of travel enter the time the trip began and ended using military time (for example 1:00 pm is entered as 13:00)
- 14) Location: On the first day of travel enter the destination city. On the last day of travel enter "Return". If the trip involves multiple destinations, enter the new destination on the appropriate date.
- 15) Lodging Daily Charges: Enter the room rate plus taxes and fees for that particular day.
- 16) Meals columns: Enter the amount actually spent in the appropriate meal column for that entire day. (one row per day) Tips for meals are included in the meal amounts.
- 17) Incidentals: Actual amounts paid in tips for hotel maids, baggage handlers, etc. Not claimable the first 24 hours of travel.
- 18) Airfare & Bag Fees: Amounts paid for Economy/Coach airfare and baggage fees.
- 19) Rental Car & Fuel: University contract is with Enterprise and National as a back-up. University travelers must use only these vendors and only for Intermediate and smaller size vehicles. Enter fuel purchases and any rental charges in the appropriate section of form. Fuel purchased for personal cars is not reimbursable.
- 20) Taxi, Tolls, Shuttle, Parking: Enter expenses on the day incurred. Include tips to drivers in the amounts. BART and ride share companies (Lyft, Uber) belong in this column.

21) Private Car Use: Enter miles driven for personal car use only. Dollar amounts will be calculated by the form. Please make sure you have submitted your 261 form and proof of Defensive Driving Training to Accounts Payable in advance of submitting your claim.

22) Registration Fee: Enter any amount for conference/event registration.

23) Other Business Expenses: Any allowable business expense incurred during the trip that is not reportable in another column. This dollar amount must be explained in the "Purpose/Remarks" section of the form.

24) Total Expenses: Form will calculate total expenses for each day.

25) Purpose/Remarks: name of conference/event, location and dates. Include a statement of the business purpose for travel. Include an explanation for any amounts in the "Other Business Expenses" column as well as an explanation for any unusual charges.

26) Total Claim section: some amounts are entered by formulas built into the form, some are not. Make sure all amounts are accurate and enter any additional information such as travel advances or allowable reimbursement (if less than calculated total).

27) Cost Distribution section: This section must be completed for reimbursement. Please obtain this information from the departmental budget person or the person who authorized travel. There may be one or more chartfield combinations per claim. Use one line per chartfield combination and enter total expenses related to that chartfield. The destination of the travel determines whether the expenses are In-State or Out-of-State. (For example- travel from the campus to Seattle, WA – all expenses are considered Out-of-State, even airport parking and mileage to airport incurred in state).

28) Signature/Approval sections: Claimant section is completed by the traveler. Claim must be approved by the traveler's manager or manager authorizing the travel. If the manager does not have fiscal authority over the funding source(s), the person(s) with fiscal authority must also sign.

29) Detailed receipts showing method of payment are required for all expenses paid directly by the University, all expenses listed as "Other Business Expenses," and all expenses \$75.00 and up. Small receipts may be attached to an 8.5" x 11" piece of paper and scanned as one document.

30) Please direct any questions to the Accounts Payable Department by emailing accounts.payable@csueastbay.edu or contact any one of our AP Technicians for further assistance.

31) SAVE to your desktop

32) STEP 3 Locate the email from Cal State East Bay in Adobe Sign

- Signature requested on "av6689_Testing 2_Travel Expense Form"



Cal State East Bay <adobesign@adobesign.com>
To: lanaj572@yahoo.com

A screenshot of an email notification from Cal State East Bay, powered by Adobe Sign. The email header includes the Cal State East Bay logo and the text "POWERED BY Adobe Sign". The main body of the email states: "Cal State East Bay requests your signature on **av6689_Testing 2_Travel Expense Form**". Below this text is a blue button labeled "Review and sign". A horizontal line separates this from a "Private message to you:" section, which contains the text: "You are now on the final step. Please have your completed travel expense form, supporting documents and receipts ready to go. When ready click the 'Review and Sign' button above." Below the message is the sender information: "CAL STATE EAST BAY" and "sfsvc@csueastbay.edu". A final horizontal line is followed by a paragraph: "After you sign **av6689_Testing 2_Travel Expense Form**, the agreement will be sent to **Lana Lewis** and **Lana Lewis**. Then, all parties will receive a final PDF copy by email. As you prepare to sign this agreement, please note that the document asks for the following documents to be attached:" followed by a bulleted list: "• Travel Expense Form - Attachment 1", "• File Attachment 2", "• File Attachment 3", and "• File Attachment 4".

33) Click on the Review and Sign button and note the type of expense (Business), then attach your travel expense form and any receipts

34) Check the "I hereby certify" box and sign your travel expense form and click on sign to submit

35) The form will then be sent to the approver – Delegation of Fiscal Authority

36) After it is approved, it will then be sent to the Accounts Payable technician for processing.