**Travel Expense Claim Form Check List**

**Supporting documentation that need to be attached to the Travel Expense Claim (TEC), but not limited to:**

* + Travel itineraries
  + Charges for re-ticketing, schedule changes, etc. inclusive of justification
  + Conference/Event documentation (agenda, announcements, registration payment)
  + \*Lodging receipts – Itemized folio copy if over $75.00
  + \*Rental Car contract and gas receipts
  + \*Parking/Tolls/Taxi/Shuttle/Uber-related ground transportation receipts for items over $75.00
  + \*Actual itemized food receipts – not required but must claim the actual cost of the meal up to the maximum allowed per calendar day. Must include detailed receipt for claims over $75.00 and include guest names if applicable.
  + Copy of the contract or MOU for non-employees
  + Group travel requires the number of attendee (a signed list of attendees preferred)
  + Cost comparison and written justification if not using CSU contracted suppliers.
  + Written justification if not availing of meals included with registration fee and receipts for meals purchased in lieu of this
  + (Recommended) Authorized RAT - see RAT for requirements of cost comparisons and other estimated approved costs. RAT must be signed by authorizing DOA prior to the departure of the travel dates.

\*Reimbursable Expenses. ***Receipts/Bills submitted need to be itemized. Receipts need to include tax and tip. Tips over 20% of the meal need to be justified.***

The Travel Expense Claim (TEC) shall be used by both employees and non-employees to account for all travel advances and expenses incurred in connection with official university travel (must be on travel status which is travel 25 miles or more from employee’s headquarters or residence).

Travel expense reimbursements will be paid directly to the traveler who has incurred expenses while on pre-approved university business travel. When the TEC is properly completed and approved, this form is used to reimburse the traveler for any additional amounts due, less what has been advanced. Support documentations (listed above) showing the expenses incurred should be attached to the TEC.

Driving in a privately owned vehicle or renting a vehicle for university business travel, The State Defensive Driver Training certification is required. Transportation of other employees should be indicated on the TEC with a list of names of each employee transported on the trip. It is preferred that each individual transported sign the list.

See the CSU Travel Policy and Meal Reimbursement Procedures Manual on Travel Group Meals for a listing of non-reimbursable expenses, restrictions, and limitations a member of a group paying for the group’s or other member’s subsistence expenses.

Reimbursement of subsistence expenses may be claimed by group travelers as follows:

* Group leaders who pay all or part of the group’s expenses may be reimbursed by submitting a claim for the actual expense incurred. The claim must be accompanied by the vendor’s invoice/receipt showing payment in full.
* Members of a group who have some portion of their subsistence expenses paid by the group leader may claim reimbursement for the remainder of their subsistence expenses but need to state that the group leader is paying portion and for how much.