

Commonly Missed Items Travel Request

	Header: Title of the request <i>Naming Conventions.</i> DOMESTIC EX.: SEP 2023 Pomona, CA INTERNATIONAL EX.: SEP 2023 ITALY
	Personal Dates of Travel: The header Section must include dates and locations. Traveler cannot claim expenses for these dates.
	International Travel: Requires travel insurance to be submitted prior to submitting a Travel Request
	International Travel: Travel Insurance <i>MUST</i> Match Travel Dates
	Agenda/Statement of Purpose/Invite from Conference Organizers must be included. The date(s) of the conference are clearly listed, location, cost of registration, and organization are listed. If not available or if completing fieldwork, a Statement of Purpose (SOP) needs to be filled out and included.

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Expenses: Registration should match what is on the agenda. If the conference has no cost, the traveler should enter \$0 as a conference fee or note in the comments box that registration is no cost.



Traveling to Multiple Locations: Make sure that meals and lodging are entered for each location/destination.



Split Funding: If using multiple funding sources use the AUX ORG 660899 expense type



Faculty Travel: When faculty travel a **Class Coverage Form** must be completed and attached throughout the calendar year, or include a note in the **Header Section** indicating classes will be missed.



Amended Travel Request: This should be linked to the extension of the previous requests. The **original request** should be attached via PDF or screen capture to the amended request for ease of comparison and is required for items going to the President's Office. Also note the changes in the **Header Section**.

Commonly Missed Items Travel Expense Reports

	Travel Requests: Must be linked to the Travel Expense Report, and all Amended Travel Requests need to be attached.
	Meals and Incidentals: Use the Travel Allowance tab after Jan. 1, 2024. If travel occurred before Jan. 1, 2024, you will need to use the meals and incidentals expense type before Jan. 1, 2024. (<u>Please see Chancellor Office Travel Policy on Per Diem</u>).
	Lodging Itemizations: Must match receipt or folio.
	Receipts over \$75: Must be itemized
	Advance Deposit Fee For Lodging: If paying with a P-Card, you must use the Advance Deposit Fee expense type. <i>*Depends on Hotel Policy.</i>
	Travel Expense Reports: Travel Expense Reports should be submitted within 30 days after the return of travel. Travel Reports submitted after 90-days of travel may have taxable consequences.