Travel Advance

A	SU FULL uxiliary Services rving the University in the	Corporation			TION AND EXI		E FORM				
2600 Nutwo	ood Ave Suite 275,	Fullerton Ca 92	831						_		
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I certify that	any vehicle I opera	te while on CSL	Fullerton ASC busi	ness c	omplies with mir	nimum	state requireme	nts rega	rding insurance	coverage,	
		,	n qualified to operate	e the sa	me. I agree to s	submit	my expense clair	m and to	return all unuse	d money	
advanced to me within thirty (30) days after my return.											
Traveler	's Signature			Authorizing Signature							

Travel Advance Form

(Only Section I of ASC's Travel Authorization and Expense Form)

This form needs to be completed <u>30 days prior to travel</u> if requesting an advance along with the TA and appropriate quotes for items requesting an advance (i.e. lodging, registration, airfare)

- 1. Complete traveler's information
- 2. Indicate Project # to be charged the advance and the expense
- 3. Indicate departure date and return and purpose of trip
- 4. Indicate amounts requesting for advance
- 5. Obtain appropriate signatures

Travel Expense Claim Form

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(2)				\$10.00	\$15.00	\$25.00	\$5.00			CARFARE,	PRIVATE CAR USE		TOTAL			
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Instruc	Instructions:							i					(Please Attach check)			
	Send check to clain Notify department at XTN when ready (15) Due to											traveler				
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*Original receipts for items (4).(7) and (8) must be attached.

Travel Expense Claim Form

This form needs to be completed <u>30 days upon</u> return of travel.

- 1. Complete travelers information
- 2. Complete departure date and location and return date and location
- 3. Indicate project # to charge this expense
- 4. If advance was taken indicate those amounts
- 5. Indicate each expense
 - a. i.e. airfare, lodging, registration, meals, mileage, tolls, etc
- 6. Indicate where the check should be mailed for reimbursement
- 7. Obtain appropriate signatures

*** Attached to this form should be the following:

- Agenda for conference or meeting
- Original itemized receipts for every expense
- If mileage is claimed printouts of Mapquest or Googlemaps
- Airfare itinerary