

Instructions for filling out SFSU travel reimbursement form Jan 2009 for COAST-related travel

Download a blank SFSU travel reimbursement form from the COAST website:
<http://www.calstate.edu/coast/downloads.shtml>

The travel form has two sheets. Fill in the information as requested on the Subsistence Form and it will automatically be transferred to STD 262. The Chart Fields Account, Fund, Dept ID and Project have already been filled in appropriately, Program and Class remain blank.

On the Subsistence Form, fill in your name, the month and year and your destination (location, e.g. Long Beach). For SFSU ID put in your SSN, for Position put Visitor and for Phone put 415 819-2073. Fill in your home address so they can mail you a check (or work if you prefer). You need to put in the date and actual time your trip starts and the date and time it ends. Include interim dates but don't worry about interim times.

On STD 262, you will need to fill in the purpose of the trip, mark NO for travel advance taken, sign and date it. *If you are claiming mileage for a privately owned vehicle (POV), you must provide your vehicle license plate number and an extra signature where indicated.*

Per Diem

Per diem is provided for meals and incidental expenses. For each complete 24-hour period, the breakfast allowance is \$10, lunch is \$15, dinner is \$25. You can have 5\$ per day in incidentals but not within the first 24 h.

For travel periods of less than 24 hours, breakfast may be claimed if travel begins before 7:00 a.m. Lunch may not be claimed for trips of less than 24 hours. Dinner may be claimed if travel extends past 6:00 p.m.

Receipts

Please include all original receipts for hotels, airline baggage fees, tolls, parking, etc. Tape each receipt onto a piece of plain, white 8.5 x 11" paper. You can put multiple receipts on one piece of paper but use one side only. Keep a copy of all receipts for your records.

If you have electronic receipts (such as for airfare baggage fees), they must contain your name, date, description of item(s), amount charged, and amount paid or show a zero balance. If you have an electronic receipt that does not contain the required information, you must furnish a credit card statement (or cancelled check) showing that the same electronic transaction was paid. All electronic receipts be accompanied by the following written statement AND SIGNED BY YOU: **“I certify that this electronic receipt is the original receipt issued to me by the vendor. I further certify that I have not submitted, nor will submit in the future, a duplicate of this receipt for payment or reimbursement.”**

Transportation

If you take a cab, airport shuttle, train, bus, etc., put the cost of the transportation in the Cost of Trans. column, the type in Type Used and fill in Between what points. If you drove your own car, put Car or POV in Type Used and the cost will be calculated when you input the miles driven.

Mileage/Rental Car

If you are claiming mileage for a POV or rental car reimbursement, please include a copy of evidence of completion of a CSU approved defensive driving class. The reimbursement rate for POVs is 55.0 cents per mile, effective January 1, 2009.

Business Expense

I use this column for hotel internet access charges primarily.

Submitting Travel Claim

Claims must be submitted in hard copy form-they cannot be submitted electronically. Print out both sheets of the travel form, **sign as indicated**, include all receipts, and mail to:

Ms. Aimee Good
RTC-SFSU
3152 Paradise Drive
Tiburon CA 94920

CLAIMS MUST BE SUBMITTED WITHIN 30 DAYS OF THE COMPLETION OF YOUR TRIP. REMEMBER: YOU MUST SIGN YOUR TRAVEL CLAIM IN ORDER FOR IT TO BE PROCESSED.

More information on SFSU travel policies is available at <http://fiscaff.sfsu.edu/generalinformation/departments/travel/index.jsp?menu=2> or contact Ms. Aimee Good (aimee@sfsu.edu) with any additional questions.