

TRAVEL FORMS

If the CME Department is paying for all or part of your travel, generally you are reimbursed through the Cal Poly Pomona Foundation and you can find the appropriate form by visiting <http://foundation.csupomona.edu/financial/.main.asp> Click on “Forms” at the top of the page and then on “Travel Authorization & Expense Report” (either for MAC or PC) near the bottom of the page. If you fill the form out online, totals for your dollar entries are automatically entered in for you. Below is information on what you need to do:

Fill out all of **Section I – Trip Explanation** prior to your trip, except for Travelers Xtn, Account Charged, Special Instructions or Travel Advance Request Only. We no longer issue travel advances. You do not need to include your private vehicle lic # if you are not driving your own car for the purpose of your trip unless you are driving to and from your main travel source (airport, train station etc.). Sign where it says Traveler’s Signature and obtain the Department Chair’s signature. Hold on to the form until you return from your trip.

After you return **Section II – Travel Expense Detail** needs to be completed. Below is a guide to filling out the form.

- (1) Enter month and year of your trip.
- (2) Enter the date you left and the time (in military time) and the date for each day you were gone on a separate line. The last day enter your return time and where returned to.
- (3) Location – Where you left from, your destination and where you returned to
- (4) Lodging – Break up the total cost of your bill into the number of days you were billed for and enter that amount on each date billed., i.e., if you were billed for three nights stay from July 17 – 20, and your hotel cost \$300, enter \$100 for July 17, 18 and 19.
- (5) Meals – You do not need to keep receipts for meals as the amounts for breakfast, lunch and dinner are indicated and that is what you are allowed. You do not receive this amount until after the first 24 hours you are gone.
- (6) Incidentals – You are given \$5 per day for miscellaneous items and you do not need to keep receipts. You do not receive this amount until after the first 24 hours and you do not receive it on the last day of your trip.
- (7) Cost of Transportation – Enter how you got to your destination - air, bus, train, car under 7(A). For travel by air, bus or train you will need the boarding pass, something showing the reservation made in your name and cost, and your debit/credit card statement showing that amount was charged to your card. You may black out any information such as your account, credit limit, other purchases made, available credit etc., from this statement. Most debit/credit card companies provide the last four numbers of your card on your statement. Do not black that out. You can print this from your debit/credit card’s website if it is available online, or copy your paper statement with the related information. If you used your personal car for transportation you will enter in the total miles traveled to your destination under “Miles” in 7(D) and multiply those miles by 0.485 and enter the total under “Amount” in 7(D). You will do the same thing on your return date. You will also need to enter the license plate number of your car under Section I where it says “Private Vehicle Lic. #”.
If you traveled by air you need to provide the number of miles you flew. To determine this visit <http://webflyer.com/travel/milemarker/> and enter the number of miles under 7(B). If you used a taxi to get from the airport to the hotel and vice versa ask the driver for a receipt and enter that amount under 7(C). If you had to pay a toll or parking fee ask the appropriate person for a receipt.
8. Business Expense – This is where you will enter the cost of registration or conference fees, rental car or items purchased directly related to the conference, Again you will need proof of the cost of the expense and proof of payment.
9. Total Expenses for the day – Total each line separately and enter the amount here.
10. Subtotals – Enter total of each column here.

Enter your name where it says “prepared by”, sign and date under #16 and return to Sandy for processing.