

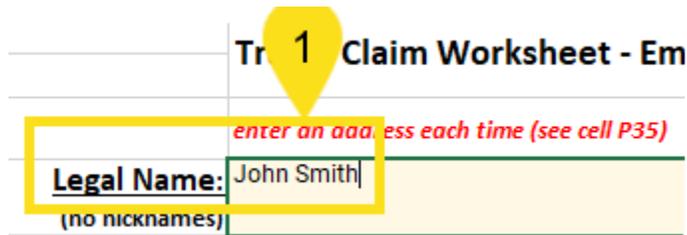
## Quick Reference Guide

### Travel Expense Claim for Continental US – No Airfare

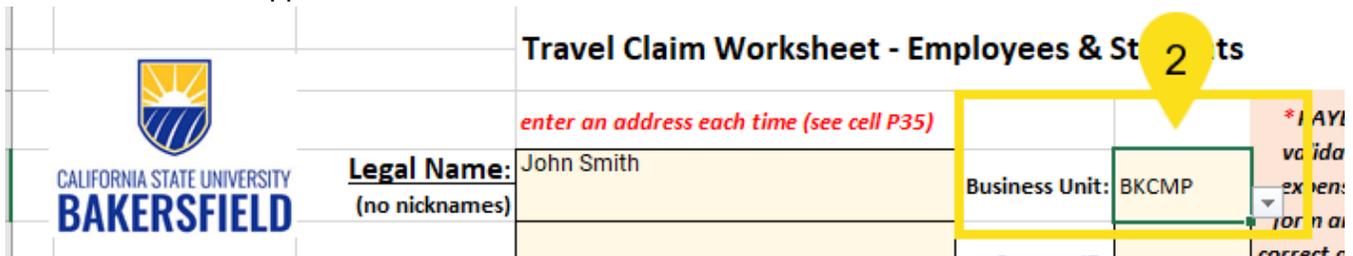
The form preparer will always need to access the **Travel Claim Worksheet – Employees & Students** form from the Campus Forms Gateway as routine changes and updates are made on a regular basis.

#### Traveler – General Information

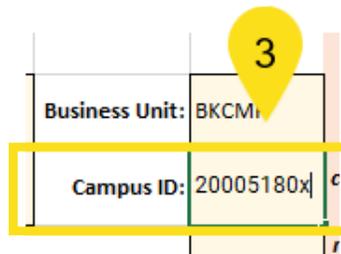
1. Enter the traveler’s legal name. Please do not put nicknames, as this will make it harder to locate the traveler in CFS.



2. The form preparer must select the desired Business Unit (BU). Click the ▼ button, and a dropdown of all available BUs will appear.



3. Provide the traveler’s CSUB ID number, which can be provided by the student, staff, or faculties ID card.



4. Input the traveler’s start and end dates. The form preparer will receive a prompt if the total number of days differs from the detail section.)

<b>Travel Start Date:</b>	7/18/2024
<b>Travel End Date:</b>	7/18/2024

5. Enter a brief explanation of travel in the Travel Purpose box. It should explain the benefits to CSUB. (example: "Learning SmartSheet application for efficiencies in my department at the workshop at CSUN").

**Travel Claim Worksheet - Employ**

*enter an address each time (see cell P35)*

**Legal Name:** John Smith Busin

(no nicknames)

**Travel Purpose:** SmartSheet Application Introduction and Workshop at CSUN. Cal

*dropdown menu is required* **Enter per diem rate** Travel Stat

### Enter Per Diem Rates

1. Enter your lodging destinations (city and state).

		<b>Legal Name:</b> Bethany Davis	<b>Business Unit:</b> BKCMP
		(no nicknames)	
		SmartSheet Application Introduction and Workshop in San Francisco.	<b>Campus ID:</b> 1306903
		<b>Travel Purpose:</b>	
<i>Choosing from dropdown menu is required</i>		<b>Enter per diem rate</b>	<b>Travel Start Date:</b> 8/5/2024
<b>Location (Only Enter Lodging Destinations)</b>	<b>Domestic Rates (GSA) or choose "Int" for intl, AK, &amp; HI</b>	<b>Alaska/Hawaii (DoD-Defense Travel) or International Rates (State Dept)</b>	<b>Travel End Date:</b> 8/7/2024
San Francisco, CA			
			<i>click whichever of the 3 links describes your travel</i> <i>(Continental US=GSA; AK/HI=Defense Travel)</i>
			<b>DefenseTravel</b>

2. For travel within the continental US, click the GSA icon to look up the per diem rates.

<i>Enter per diem rate</i>	Travel Start Date: 8/5/2024	<i>reimbursement from another source.</i>
<a href="#">Alaska/Hawaii (DoD-Defense Travel) or International Rates (State Dept)</a>	Travel End Date: 8/7/2024	
	<i>click whichever of the 3 links describes your destination (Continental US=GSA; AK/HI=Defense Travel; Int'l=State Dept)</i>	
		
		Enter the val
<i>For 1-day travel, don't enter the location, rate types, etc. Just enter t</i>		

- On the GSA webpage, select the state and enter the city of your destination, and click **Find Rates**.

### Per diem rates

GSA establishes the rates that federal agencies use to reimburse their employees for lodging and meals and incidental expenses incurred while on official travel within the continental United States (CONUS). A standard rate applies to most of CONUS. Individual rates apply to about 300 non-standard areas (NSAs). Most NSAs are a key city/primary destination and the surrounding county. Rates for the coming federal government fiscal year are typically announced in mid-August. Search the rates below or refer to the [flat files](#), [API](#), or [trip calculator](#).

**Search by city, state, or ZIP code**

Required fields are marked with an asterisk (\*).

For Fiscal Year: \*

2024 (Current Fiscal Year)

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State   City

OR

ZIP

- Scroll down to the **Meals & Incidentals rates and breakdown** section. The **M&IE Total** is the per diem rate you will enter on your travel claim.



## Meals & Incidentals (M&IE) rates and breakdown <sup>i</sup>

Use this table to find the following information for federal employee travel:

**M&IE Total** - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

**Breakfast, lunch, dinner, incidentals** - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

**First & last day of travel** - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination <sup>i</sup>	County <sup>i</sup>	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses
San Francisco	San Francisco	\$79	\$18	\$20	\$36	\$5

- Return to your travel claim worksheet and enter the rate from the GSA webpage in the **Domestic Rates (GSA)** field. Leave the international rates field blank.

Choosing from dropdown menu is required		Enter per diem rate
Location (Only Enter Lodging Destinations)	Domestic Rates (GSA) or choose "Int'l" for int'l, AK, & HI	Alaska/Hawaii (DoD-Defense Travel) or International Rates (State Dept)
San Francisco, CA	79	

## Enter Travel Details

1. Enter your lodging location for each day. You will only be able to select from locations you entered in the Per Diem section.
2. Enter the rate type. You will be able to select from First/Last Day Per Diem (75% of per diem rate), Full Per Diem, or no per diem (blank).
3. Enter notes if desired.
4. Enter travel date.
5. If taking a personal day, enter a 1 in the Personal Day field. Otherwise, leave it blank.

Travel Details					
Location <b>1</b>	Rate Type <b>2</b>	Notes (optional) <b>3</b>	M&IE Rates/Day based on Rate Type	Travel Date	Personal Day? Enter a "1"
San Francisco, CA	First/Last Day Per Diem		\$59.25	8/5/2024	0
San Francisco, CA	Full Day Per Diem		\$79.00	8/6/2024	0
San Francisco, CA	First/Last Day Per Diem		\$59.25	8/7/2024	0
			\$0.00		0

6. Enter a 1 for any meals that were provided at no cost to the traveler (provided by conference, etc.). The M&IE Total field will update automatically, subtracting the dollar amount for provided meals. If all three meals are entered as provided, the M&IE Total for the day will be \$5 for incidentals.

Enter All Provided Meals			159.50
# Provided Breakfasts	# Provided Lunches	# Provided Dinners	M&IE Total
0	0	0	\$59.25
1	1	0	\$41.00
0	0	0	\$59.25
0	0	0	\$0.00

7. Enter the Lodging total for each night, including tax.
8. Enter miles driven each day. The number of miles should be obtained from Google Maps.
9. Enter Business Expense, if applicable. The business expense will typically be a conference registration fee but can also include miscellaneous expenses such as parking. In the example, we will enter a \$10 parking fee for the first day.

	0.00	600.00	379.09	0.00	0.00	10.00	\$1,148.59
	Airfare*	Lodging*	Miles*	Ground Transport*	Car Rental*	Business Expense*	Total Trip Expenses
7		300.00	282.9		9	10.00	\$558.79
		300.00					\$341.00
			282.9	8			\$248.79
							\$0.00

### Advances & Payments

- List any advances and payments the University made on your behalf in this section. (For example, anything paid for by the ASC's or PI's ProCard.) This amount will be deducted from your reimbursement. Please ensure the expenses are also included in the Travel Details as demonstrated below the advance type.

List all advances & payments the University made on your behalf here: Charge Requests, ProCard Payments, Cash Advances, Budget Reductions, etc.		
Advance Type*	Advance \$Amt *	Advance Notes such as Charge Request Number & vendor. Lump all ProCard payment together & tell us whose ProCard they were
ProCard	10.00	Parking permit paid on my ProCard.
<b>TOTAL ADVANCES</b>	<b>\$10.00</b>	

Ensure that this amount is not included in the amount due the traveler (cell X11)

					Amount Due to Traveler	\$1,138.59
<b>TOTALS:</b>						
	379.09	0.00	0.00	10.00		\$1,148.59
	Miles*	Ground Transport*	Car Rental*	Business Expense*		Total Trip Expenses
	282.9			10.00		\$558.79
						\$341.00

### Charfields to be Charged and the Amount of Each



Mail check:

				\$0.00
<b>REQUIRED: Delivery Method</b>				
Handling (Choose One): <u>Mail (default)</u>				
<b>NOTE: Addresses in the HR system do not feed into AP.</b>				
Pickup Name & email address:				
<i>only fill in if you chose "pickup" handling above!</i>				
<b>Payee's Home Address (REQUIRED)</b>				
<u>5565 State Street Bakersfield CA 90210</u>				

Pickup:

				\$0.00
<b>REQUIRED: Delivery Method</b>				
Handling (Choose One): <u>Pickup</u>				
<b>NOTE: Addresses in the HR system do not feed into AP.</b>				
Pickup Name & email address:				
<u>Bethany Davis - emailaddress@csub.edu;</u>				
<i>only fill in if you chose "pickup" handling above!</i>				
<b>Payee's Home Address (REQUIRED)</b>				

**Notes:** The notes section specifies any details related to the trip. These notes can assist Payment Services with a better understanding of what happened and when during the trip.

Enter dates and details. (Example: 10/5/23 – Stayed at the conference hotel with dinner at Hodel's and mileage to a research lab that morning and evening).

<b>REQUIRED: Written detail of trip by day (attach a separate page if needed)</b>	
<u>8/5/24 - paid for parking permit via ProCard.</u>	

**Signatures & Approvals:**

Once your Travel Claim Worksheet and backup documentation are complete, the preparer is now ready to add the needed approval signatures and route the report for approval signatures via Adobe Sign.

**Signature definitions:**

Payee (signer): Person requesting travel reimbursement

Preparer (signer): A person preparing Travel Claim Worksheet on someone’s behalf

Reviewer (signer): Person reviewing the Travel Claim Worksheet (Budget Analyst, Dean, etc.)

Approver (signer): DOA who is approving the expense and reimbursement

Add your signature approvals – depending on your business unit (BU).

Signatures & Approvals							
Role	Name	Signature	Date	Role	Name	Signature	Date
Payee *				Approver #2			
Preparer				Approver #3			
Reviewer #1				Grant Analyst			
Reviewer #2				Dr. Sumaya (grants > \$3k)			
Approver *				<a href="#">AP/Pmt Svcs *</a>			