Charge Request Instructions

Fill form:

1. **BUSINESS UNIT:** Choose the business unit of the chartfield the expense should be charged to.
2. Choose which type of travel expense is requested:
    a. A car rental (requires the driver/traveler to sign the disclaimer in the Car Rental section of the form)
    b. Uniglobe air travel (a quote or receipt must be attached, with dollar amount)
    c. Local hotel (for guests)
3. **VENDOR:** Enter the name of the vendor (Uniglobe, Enterprise, Certified, or the name of the local hotel) and
4. **VENDOR CONTACT:** The name of the person at the vendor company that you spoke with.
5. **VENDOR ADDRESS, CITY, STATE & ZIP:** Actual street address of business.
6. **TRAVELER:** Enter the name of the person who will be picking up the car, boarding the airplane, or checking into the hotel.
7. **DEPT CONTACT:** Enter the name of the person to be contacted if Payment Services has questions on the form (may not be who filled out the form).
8. **DEPT:** Actual name.
9. **CONTACT EXTENSION:** Enter the extension of the department contact.
10. **QUOTED COST:** Enter the total cost quoted, including tax. **A copy of the quote must be attached.**
11. **LOCATION AND DATES OF EVENT/TRAVEL:** Enter both:
    a. The destination of the travel and
    b. The dates of travel
12. **PURPOSE OF EVENT/TRAVEL:** Enter the business purpose for the travel.
13. **DEPT HEAD (Printed Name):** The department head's name must be typed.
14. Enter the chartfield to be charged.
    a. If there's more than one chartfield to be used, you must detail each chartfield with amounts on a separate sheet. **Do not write more than one fund/dept/etc in the field.**

Save form and additional pages as one PDF file and upload it to Adobe Sign to get signatures:

15. **SIGNATURE OF APPLICANT WITH DATE:** If renting a vehicle the driver must sign and date.
16. **SIGNATURE OF APPLICANT/REQUESTOR:** Either can sign the form.
17. **DEPT HEAD SIGNATURE):** The department head must sign the form.
18. If the department head is not an approved signer for the chartfield being used, the form must then be forwarded to an approver of the chartfield.
19. For academic departments, the form must be forwarded to the Provost. **This must be done before the form is routed to Payment Services.**
20. International travel must be approved by the President.
21. Add accounts_payable@csub.edu as the last *signer* of the Adobe Sign document on the "Accounting Approval" line; add a date field to the "Date" line.
22. The Payment Services Manager will review the form and sign. You will automatically get a copy of the request once it has been signed by Payment Services.