CALIFORNIA STATE UNIVERSITY FULLERTON
Financial Services http://finance.fullerton.edu

Travel Expense Claim

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CWID (or Vendor Data Record Form)

Instructions: https://adminfin.fullerton.edu/finance/ap_travel/services/travel/

Claimant's First Name	Claimant's Last Name	Department
Residence Address	**Preparer's Name**	**Preparer's Email Address**
City / **State** / **Zip Code**	**CSU Campus Name**	
	CSU Fullerton	

Please Check as Appropriate: ☐ If address has changed ☐ If name has changed

Headquarters Address	City	State	Zip Code
800 N. State College Blvd.	Fullerton	CA	92831-3599

(1) Month	(1) Year	(2) Day	(3) Time	(4) Location Where Expenses Were Incurred	(5) Lodging	(6) Claimant's Meals: Breakfast	Lunch	Dinner	(7) Incidentals	(8) Transportation: (A) Cost of Trans.	(B) Type Used	(C) Parking, Toll	(D) Private Vehicle Use: Miles	Amount	(9) Business Expense	(10) Total Expenses For Day
(11) Travel Claim Total																
(12A) Amount Exceeds Authorized Amount																
(12B) Expenses Paid By University																
(12C) Expenses Paid By Auxiliary																
(13) Total Reimbursement To Claimant																

(14) CHARTFIELD (Reimbursement to Claimant)

Account (6)	Fund (5)	Dept ID (5)	Prog. (4)	Class (5)	Project (8)	Amount

Auxiliary Funds	Account	Accounts Payable/Travel Use	Amount
CSUF ASC Account			
CSFPF Account			
ASI/IRA Account			

TOTAL REIMBURSEMENT

To sign up for CSUF Employee Direct Deposit for travel reimbursement, complete form below:
Accounts Payable/Travel Staff and Faculty Reimbursement Direct Deposit Authorization Form

TRANS. / TYPE USED

Select appropriate letter for transportation type (Enter letter in column 8B)

Select appropriate mileage rate

(15) MILEAGE CLAIMED

Business Travel Dates:
01/01/20 - 12/31/20: .575
01/01/19 - 12/31/19: .58

Move / Relocation:
01/01/20 - 12/31/20: .17
01/01/19 - 12/31/19: .20

ACCOUNTS PAYABLE/TRAVEL USE ONLY

Voucher #		Rept./Tax Meal	
Check #		Rept. Moving	
Check Date		Taxable Moving	
Check Amt			
Reviewed By		Date	

(16) PURPOSE OF TRIP, REMARKS, AND DETAILS (Attach all required receipts and documentation)

(17) I HEREBY CERTIFY that the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage. In addition, I will not seek reimbursement for (1) a duplicate claim or (2) from any other source.

(17) CLAIMANT'S SIGNATURE	DATE

(18) PRINT NAME OF APPROVER	(18) SIGNATURE OF APPROVER - I certify that this TEC is true and correct in accordance with the CSUF Travel Policy. Approver must have Delegation of Authority on file for the chartfields indicated	DATE