



Travel for CSUF Employees and Students using Foundation Funds

CSFPF follows all state policies for travel reimbursements. Please refer to the Travel Operations Website for more information. <http://finance.fullerton.edu/Controller/Travel/>

- All international travel must be reviewed by University Risk Management
- A completed and signed State Travel Authorization form is required when the travel involves a State employee
- For travel related expenditures for state employees, a State Travel Expense Claim must be complete and signed, and submitted with all back up receipts and documentation.
- Original receipts (including passenger ticket receipt/boarding pass or itinerary for "ticketless" travel via public carrier) must be attached to the Travel Expense Claim, unless the costs are being shared between a State account and CSFPF. In this situation, the State receives the original receipts and copies are submitted to CSFPF
- CSFPF does not issue checks for travel advances
- Students must complete a CSFPF Student Travel Waiver, which should be completed before any travel takes place and must be included with the travel authorization
- For student travel, the appropriate Campus authorities must be made aware of the travel event and any Campus requirements followed
- Directive 11 may be required depending on the circumstances
- Mileage is reimbursed at the state rate and a State Travel Expense Claim must be submitted
- Mileage is calculated from the campus unless mileage from the place of residence is closer