PRIOR TO YOUR TRIP:

Submit the following to Lolita as one complete packet, so she can process your Travel Request (5 weeks prior for domestic, 80 days prior for international). Do not send them via email!

- Conference brochure/agenda
- Flight information with rate indicated
- Rental car quote (if any)
- International Travel: explanation “why” it is important to attend & how it benefits SON/CSUF.

Provide detailed information listed on the Travel Worksheet

AFTER RETURNING FROM YOUR TRIP:

Submit all original receipts to Lolita within a week of returning, so she can process your Travel Claim. The Dean’s office will not approve your claim without original receipts. You will be reimbursed up to the approved amount stated on the Travel Request Form. Please submit them to Lolita as one complete packet. Do not send them separately, and do not submit via email, as they can get lost.

Meal receipts must be submitted, since you will not be automatically reimbursed for the whole amount. The original receipts will be returned to you.

CSU TRAVEL BAN:

The CSU is restricted under California law from requiring its employees to travel to any state that has enacted a law that discriminates on the basis of sexual orientation, gender identity, or gender expression. In addition, the CSU is prohibited from approving the use of “state funds” for travel to those states: Alabama, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Dakota, Tennessee, Texas.

ADDITIONAL INFORMATION:

- **Meal allowance**: You may claim reimbursement for the actual amount up to $55 per day. There is no per diem for meals (domestic travel); per diem rate for each country applies to international travels.
- **Meal expenses** are not allowed within 25 miles of CSUF or your residence and if the trip is less than 24 hr.
- **Incidentals** (tips for housekeeping, valet attendant, bellman, etc.): up to $7.00 per day – must report the exact amount but receipts are not necessary; you will not receive $7/day automatically.
- **Mileage reimbursement**: $0.545/mile
- **Alcoholic Beverages** will NOT be reimbursed by the University.

Questions? Please contact Lolita Hartono at ext. 7461 or via email at LHartono@fullerton.edu