REV. 2016-07-11

**Checklist for Faculty and Staff Travel Pre-Approval**

**Domestic Travel – Faculty and Staff**

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| **For Domestic Travel – No funding requiring approval based on section 1 above** | |
|  | Green Travel Form and information on the event/purpose of travel. |
|  | Provost Transmittal (if total request is $2000 or more) |
| **For Domestic Travel – Mileage Reimbursement only (Parking, tolls may be included)** | |
|  | Travel Request form and information on the event/purpose of travel. This may be used to cover several trips over an extended period of time. The time period and amount should be specified. *(e.g. various trips to the Chancellor’s office during the Spring semester.)* |
| **For Domestic Travel with Funding: *Forms should be attached in this order*** | |
|  | Provost Transmittal Form (<http://www.csusm.edu/par/travel_information_and_forms.html>)   * Only when Provost Approval is required per page1, Section 1 of this document. |
|  | Travel Request Form with all required signatures. *NOTE: Dept Chair must sign “Funding Authority” on state forms* |
|  | Event information and registration, if applicable |
|  | Airfare or other transportation-related cost estimates, Mapquest for mileage |
|  | Hotel quotes, if applicable. If the hotel cost is over $275/night, a lodging exception form must be included. Hotel may only be reimbursed if the distance is more than 25 miles from the traveler’s home. |
|  | Meals: Maximum $55 per day, no meals if there is no overnight stay |
|  | **Defensive Driving Verification** – If mileage, parking, or rental cars reimbursement is being requested. |
|  | Faculty Absence Form-for faculty travel where classes will be missed.   * If no class time will be missed, please note this on the travel form. |

This list is in accordance with the [Provost Protocol for travel,](http://www.csusm.edu/par/travel_information_and_forms.html) which can be found at:

<http://www.csusm.edu/par/travel_information_and_forms.html>

**Checklist for Faculty and Staff Travel Pre-Approval**

**International Travel – Faculty and Staff**

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| **For International Travel - Funded or Unfunded Travel:** [**http://www.csusm.edu/aa/travel\_protocols.html**](http://www.csusm.edu/aa/travel_protocols.html)  All listed forms must be attached *in the order listed* per the protocol posted on the Provost website | |
|  | Provost Transmittal (<http://www.csusm.edu/par/travel_information_and_forms.html>) |
|  | Travel Request Form with all required signatures |
|  | * **State** funded travel must use the International per diem chart for **hotel and meal costs**. <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> **Attach print out of per diem rate.** * **UARSC** reimburses for actual reasonable daily expenses including three meals per day. If itemized receipts for meals or incidentals are NOT provided, reimbursement will be based on per diem rates for domestic travel. Sponsoring agencies' prior approval for foreign travel may be required as specified in the grant or contract. [**http://www.csusm.edu/uarsc/forms/index.html**](http://www.csusm.edu/uarsc/forms/index.html) |
|  | **Destination Safety Lists and forms**  – Print and attach all of the following from  http://www.csusm.edu/srs/rm/requesting\_foreign\_travel\_insurance\_for\_employees.html |
|  | * **War Risk List** |
|  | * **State Departments Travel Warning List** |
|  | * **CSU Chancellor’s High Hazard Warning List** |
|  | **Foreign Travel Insurance Request** detailing all destinations and airports, both business and personal if part of the same trip. Contact phone numbers *must be provided* for your destination for emergency purposes. **Be thorough.** This information is required by the travel insurance carrier. Incomplete forms cause significant delays in approval and could result in your travel request being denied. We must have enough information to be able to find you quickly in case of an emergency. |
|  | **Safe Traveler Enrollment Program (STEP).** Print the profile screen showing all stops and airports, business and personal. It should also show the traveler’s name.  For travelers who are not US Citizens, check the boxes indicating this on the first screen of the STEP web form. Print this screen and include it in your travel package. Be sure to indicate on the Insurance form whether your VISA allows international travel. |
|  | **Documentation of the event or purpose of travel** |
|  | **Printed documentation on Cost Estimates**: Airfare, per diem for hotel and meals, registration fees, etc. |
|  | **An itinerary** is recommended if there is more than one stop. If there are portions that are personal travel, provide an itinerary that indicates personal vs. business days. |
|  | **Defensive Driving Verification** – If mileage, parking, or rental cars reimbursement is being requested. |
|  | **Faculty Absence Form**\*\* *(If no class time will be missed, please note this on the travel form.)* |

**Any international travel requests submitted to the Provost with less than 30 days before the trip requires a written request for an exception. This must be approved and signed by the Dean.**