Streamlined Travel Request and Claim Processing Flow

Effective February 1, 2013 (for all Travel Requests initiated on or after this date)

Traveler or preparer completes the CSUF Business Travel and Prepayment Request. Traveler signs the Travel Request, required documentation attached to TR, and obtains the required approvals.

Traveler or preparer submits approved Travel Request with required documentation to Travel Operations (CP-300) or to the appropriate Auxiliary (single funded).

Travel Operations or Auxiliary verifies Travel Request for completeness, accuracy and, original signatures (Traveler & Final Approver).

Single Auxiliary Funded (e.g. ASC, CSFPF or IRA/ASI)

ONLY ASC funded:

Submit Travel Request to ASC (ASC Building, Attention: AP)

Auxiliary assigns travel number TAAXXX, encumbers the funds, and emails Traveler and Preparer that travel has been approved

Traveler submits CSUF Travel Expense Claim and required receipts to ASC (Check Request not required)

ONLY CSFPF funded:

Submit Travel Request to CSFPF (CP-850-10)

Auxiliary assigns travel number TAPXXX, encumbers the funds, and emails Traveler and Preparer that travel has been approved

Traveler submits CSUF Travel Expense Claim and required receipts to CSFPF (Check Request not required)

ONLY IRA funded (ASI):

Submit Travel Request to ASI (TSU-224)

Auxiliary assigns travel number TAIXXX and emails Traveler and Preparer that the travel has been approved

Traveler submits CSUF Travel Expense Claim and required receipts to ASI with ASI Check Request form (indicate IRA Program number and IRA account number on Check Request)

When documentation completeness, accuracy and approvals are confirmed, Traveler is reimbursed by Auxiliary and Travel Record is closed

Questions:

Contact the appropriate Auxiliary

Revised Travel Request for Multiple Source Funded:

Submit Revised TR and copy of the original TR to Travel Operations (CP-300)

Follow procedures under Multiple Source Funded

CSUF State Funded

ONLY CSUF State Funded:

Submit Travel Request to Travel Operations (CP-300)

Travel Operations emails Traveler and Preparer that travel has been approved and the assigned document number

\$0 Travel Request:

Submit \$0 Travel Request to Travel Operations (CP-300)

Travel Operations emails Traveler and Preparer that travel has been approved

No TR number assigned

Traveler submits
Travel Expense Claim
and required
receipts /
documentation to
Travel Operations
(CP-300)

When documentation, completeness and accuracy are confirmed, Traveler is reimbursed and Travel Record is closed

Multiple Source Funded (CSUF State Funded and Auxiliary Funded)

State & ASC funded or CSFPF funded:

Submit Travel Request to Travel Operations (CP-300)

Travel Operations - Scans and emails copy of Travel Request to Auxiliary Contact Auxiliary - Encumbers the funds, scans, and emails copy of approved TR to Travel Operations Travel Operations - Emails Traveler, Preparer, and Auxiliary Contact(s) that travel has been approved and TR Number has been assigned

Traveler - Submits Travel Expense Claim and required receipts / documentation to Travel Operations (CP-300)

When documentation completeness and accuracy are confirmed, Traveler is reimbursed by CSUF Accounting receives copy of paid claim & submits invoice (noting chartfield and TR#) to appropriate Auxiliary and TR Record is closed

The respective Auxiliary (ASC or CSFPF) uses Invoice as backup to charge the appropriate Auxiliary/Project Account

State & IRA (ASI) funded:

Submit Travel Request to Travel Operations (CP-300)

Travel Operations - Scans and emails copy of Travel Request to Auxiliary Contact

Auxiliary – Scans and emails copy of approved TR to Travel Operations $\ \ \,$

Travel Operations - Emails Traveler, Preparer, and Auxiliary Contact(s) that travel has been approved and TR Number has been assigned

Traveler - Submits Travel Expense Claim and required receipts / documentation to Travel Operations (CP-300)

When documentation completeness and accuracy are confirmed, Traveler is reimbursed by CSUF Accounting receives copy of paid claim & submits invoice (noting chartfield and TR#) to appropriate Auxiliary and TR Record is closed

Multiple Auxiliary Funded (no State funds)

Submit Travel Request to Travel Operations (CP-300)

Travel Operations – Forwards TR to one Auxiliary who will coordinate it with the other Auxiliary

Submit Travel Expense Claim to Travel Operations (CP-300)

Travel Operations – Forwards TEC and required receipts to the appropriate Auxiliary