

## IRA/SSF ARP Employee/Program Adviser Travel Checklist

(Please contact a Travel Specialist at SDSU Accounts Payable at 619-594-0894 for any questions)

Use this checklist to ensure that all appropriate approvals have been obtained and all forms have been completed/submitted prior to and after your trip. Please also use this list to acquaint yourself with the travel rules and regulations as they relate to the IRA/SSF ARP funds.

### Employee/Program Adviser Pre-Travel Checklist (required before trip occurs):

- My trip has been approved by the Campus Fee Advisory Committee.
- I have completed a T2 - Travel Authorization [Form](#) and a) it is signed and dated by me and b) it is signed and dated by my Travel Authority Delegation Approver and c) it has been submitted to SDSU Accounts Payable prior to my trip. **Please note:** international travel requires Tom McCarron, VP for Business & Financial Affairs & CFO or designee Agnes Wong Nickerson, AVP, Financial Operations signature.
- I have completed a Foreign Travel Insurance [Form](#) and have obtained foreign travel insurance through Nancy Demich (619-594-5937) in the Office of Risk Management prior to my trip (**for foreign travel only**).
- I acknowledge that I am not entitled to a per diem using SSF ARP funds.
- I acknowledge that SSF ARP funds may pay for the transportation expenses for one Program Adviser per trip.
- I acknowledge that I may not be entitled to all or a portion of a meal expense if a meal is provided by the event (for example: meals provided at a conference as part of the conference registration fee).
- I acknowledge that detailed itemized receipts must be collected for all expenses of **\$75 or more** to be entitled to reimbursement by the University.
- I acknowledge that any unused portion of an advance given to me will be reimbursed to the university within 60 days from the last date of travel.
- I acknowledge that any advances not repaid to the university within 120 days of my last date of travel will be reported to payroll as taxable income. **No refund of such taxes or any adjustment to gross income shall be made with respect to any substantiation or reimbursement received from the employee after the 120 day period.**
- I acknowledge that a travel expense claim is required to be completed and submitted to SDSU Accounts Payable within 60 days of my last date of travel to report any travel related expenses (i.e. advances, direct payments, out of pocket costs for reimbursement, etc.).
- I acknowledge that the university reimburses the base price for airfare, rail, or bus transportation - no upgrades (unless authorized).

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- I have a current, signed Authorization to Use Privately Owned Vehicle on State Business form ([Std. 261](#)) on file with the Public Safety Office (if driving own vehicle).
- I acknowledge that car rentals are to be reasonable; do not include upgrades, pre-purchased gas, or excess insurance.
- I am aware that payments made on behalf of others are an exception to the travel policy and may not be reimbursed by the University.

### Employee/Program Adviser Post-Travel Checklist (required after trip occurs):

- I have completed and submitted a Travel Expense Claim Form ([Std. 262](#)) to SDSU Accounts Payable within 60 days of my last date of travel.
- All direct payments and advances are identified and reported on my travel claim appropriately.
- I have submitted a check to San Diego State University for any unused portion of my travel advance with my travel expense claim form.
- I have obtained the appropriate FAH approver signature for my org on my travel expense claim.
- I have completed only one travel expense claim form per trip.
- Alcohol & alcohol related tax are not included on my travel expense claim.
- My mileage claimed is from/to campus unless distance from/to home is shorter during normal business hours (Mon-Fri, 8A-5P). Distance from/to home is acceptable after normal business hours.
- My mileage claimed is supported by a standard highway mileage guide such as [MapQuest](#) indicating the origin and destination of the trip and route taken.
- My mileage does not exceed the cost of a round trip air fare (unless appropriately authorized).
- A volunteer form has been submitted with my claim (if volunteer).