

**Library Administration Business Office
Policies and Procedures
Travel Authorizations**

When to process:

Travel must be pre-approved. Before you travel on University business, you must meet with the Dean to find out how much he will reimburse you. A single page draft Travel Authorization can be found on the counter where the fax coversheets are stored. All requests for travel must be approved and signed by your immediate Director and the Dean before submitting to the Library Business Office. All authorizations must have supporting documents describing the purpose, date and cost of activity, otherwise they will be rejected! Employees are reimbursed for expenses **after** completion of the trip. This form must be completed, approved and turned in for local as well as out of state travel. Out of State travel must be approved by the Provost and President and must be submitted well in advance of travel. All travel outside of the continental 48 United States or Canada must be presented to the Office of the President or Board of Trustees 30 days prior to the beginning of the trip. Reimbursements for travel **will not** be processed unless a Travel Authorization has been submitted to the Library Business Office, turned into the Accounts Payable Department and posted on Banner/CSU Xpress. Effective immediately, the university **will** allow other on-line map calculations, however; you must attach it to your Travel Voucher for reimbursement. While Chicago State University is considered the “Official Headquarters”, you are **no longer** required to use CSU as your starting point i.e. if you don’t have come into the city to reach your destination. Otherwise, you must always calculate your mileage from CSU.

Preparation:

Travel Authorization forms can be obtained from the Business Office.

1. Date: use the current date
2. Traveler’s Name: self explanatory
3. Department Name: Library is good enough
4. Account Number: leave blank
5. Status (Faculty/Staff): indicate whether traveler is faculty or staff
6. Name or Description of Conference: eg. American Library Association 25th Annual Conference
7. City: name of city in which conference is being held

8. State: state in which conference is being held
9. Meeting Dates: use the dates from start to end of travel
10. Reason for Attending: eg. To present paper at the ALA Annual Meeting.
11. Social Security Number: use your complete University ID number only
12. Estimated Costs **to be** Reimbursed to Traveler: only include expenses approved by the Dean for reimbursement
13. Direct Related Costs **Not** Reimbursed to Traveler: expenses for which you **will not** be reimbursed
14. Total A: only add expenses from column "A" (calculate mileage at 48.5¢/mile)
15. Total B: only add expenses from column "B"
16. Total Estimated Cost (Box A & B): add the totals from both columns
17. Travelers Signature: self explanatory

Please note: Conference fee's must be less than \$50.00 to be reimbursed on a Travel Voucher. If over \$50.00 use a Direct Payment Voucher (DPV) for reimbursement.

If filing for other expenses i.e. items not covered with registration, you must explain other expenses.

You will only be reimbursed for cost approved by the Dean!