



California State University, Long Beach

Request for Travel Form Instructions

I. Purpose

The Request for Travel form can be used by the departments to facilitate the authorization of business travel. As a general rule, the form does not need to be submitted to the Accounts Payable department unless one of the following conditions occurs:

1. Airline tickets are being purchased or a contract rental car is being reserved via Giselle's Travel.
2. To request a travel advance for International Travel or Student Group Travel.
3. If this document contains the approving signatures required to cover restricted or international travel and those signatures will not be presented on the actual travel claim, then this form must be submitted as supporting documentation with the final claim.

II. Instructions

- Dept. Reference Number - Input your department's internal reference number.
- Request Date- Input the date that the request is being made.
- Employee Name - Input the name of the traveler (must match employee ID)
- Department - Input the traveler's department name.
- Employee ID # - Input the traveler's 9 digit Employee ID #. Do not use the employee's social security number in place of the Employee ID #. For University guests please provide only the last 4 digits of their social security number.
- Campus Extn - Input the CSULB phone extension number where the traveler can be reached.
- Name of Organization/Association Event - Input the name of the event or association the traveler will attend.
- Purpose of the Trip – Briefly explain the business purpose for the trip.
- Travel Dates – Input the dates the traveler will depart and return from the trip.
- Trip Destination – Input the name of the city and state or country of the event the traveler will attend.
- Please check any applicable travel charges direct billed through Giselle's. These boxes authorize the traveler to use the University's direct billing accounts for airline ticket purchases or contract rental car reservations. This form must be faxed to both Giselle's and CSULB's Accounts Payable department.
- Funding Source – Check the appropriate boxes to identify the type of funding being used for this trip.
- Accounting information: Left side is for state funded travel, please enter chartfield strings. The right side is to allocate Foundation travel portions, enter accounts and amounts as needed.



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II. Instructions (cont.)

- Travel Advance Request -For International Travel or Student Group Travel only. To request a travel advance, enter in the advance amount being requested, the date the advance is needed by, the name of the person that is to be contacted when the check is available to be picked up, and the contact person's CSULB campus extension. A travel advance must be submitted to the Accounts Payable department no fewer than 10 days prior to the travel departure date.
- Statement of Employee's Responsibility – The traveler's signature and an approving signature at the appropriate level is required. Other signature lines are optional* and available for department use.

*For Academic Departments: All required internal signatures are required. Signature lines should be used as follows (L-R):

Traveler's Signature: Signed by the traveler, or reimbursee

Approving Signature: Signed by the Department Head

Other Signature (Left): Signed by the ASM and/or Dean (when applicable)

Other Signature (Right): Signed by the Provost (when applicable)

- Travel Agency Notes/Requests (optional) – This space is provided to communicate with Giselle's travelers desires (i.e. Ticketing instructions, request for special seating, meal requests etc.).