To Please check if travel is direct billed through Giselle’s:

Airfare *
Rental Car *

Travel Advance Request (International Travel & Student Group Travel Only)

(If cash advance is requested, submit form to AP for processing.)

Advance Amount Requested: _______________  Needed By: _______________  Call: _______________  for pick up.  Ext: _______________
(No earlier than 10 days prior to departure)

STATEMENT OF EMPLOYEE’S RESPONSIBILITY

I, the undersigned, hereby acknowledge my responsibility to clear any advance (including cash advances and Giselle's airfare) within 30 days after the end of the trip. I further understand that any uncleared advance may result in taxable income to me.

Travel Agency Notes/Requests:

Contact/Arranger Name: __________________________  Contact/Arranger Extension: _______________
CALIFORNIA STATE UNIVERSITY, LONG BEACH
TRAVEL ESTIMATION WORKSHEET

Employee Name: ___________________________ Employee ID# _________

Reference Number: ________________________ PO # ____________
(Description Field in PS)

Estimated Travel Costs

Airfare
Paid by employee to be reimbursed later OR

Airfare directly billed to University by Giselle's*

Other Modes of Transportation
☐ Private Vehicle ☐ State Vehicle ☐ Other

_____ miles X 0.55 cents per mile

Lodging including room tax
Amount per day _______ X ________________ days

Rental Car

Meals and Incidentals
$55 per 24 hours X ___ days

Other Miscellaneous
Parking, Shuttles, taxis

Registration/Conference Fees
Paid by employee to be reimbursed later OR

Fees to be paid directly by University
(Do Not include fees paid with Procurement Card)

Total Authorized Amount:

Total Authorized Amount  Less (A) + (B) equals Expenses Paid by Employee:

(C) times 80% equals Advance Amount for International or Domestic Student Groups:

*Giselle's is the campus contract travel agency which will directly bill Accounts Payable.
Their phone number is 800-388-3238 or campus extension x5-4000.

Revised: 03/2009