



TOWER FOUNDATION

TRAVEL ADVANCE AUTHORIZATION

(No Requisition Required)

A completed Travel Advance Authorization is required for all travel advances. Please send to Tower Foundation A/P, Extended Zip 0183.

Traveler's Name: _____ Social Security Number: _____
 Title: _____ Campus Phone: _____
 Home Address: _____ Campus Zip: _____
 City, State, Zip: _____

Destination: _____ Inclusive Dates of Travel: _____

Purpose of Trip: *(Include name of organization or event, description)*: _____

University Approval for Dates of Travel

University approval is required for SJSU employees for any travel during their academic year appointment. Approval of the provost is required for international travel. Submit proof of provost's approval with advance request.

► _____
Direct Supervisor Authorization

Estimated Expenses

Tower Account Number: _____

Airfare \$ _____
 Ground Transportation \$ _____
 Registration, Tuition \$ _____
 Lodging \$ _____
 Meals \$ _____
 Other \$ _____
Total: \$ _____

Tower Foundation Advance Requested: \$ _____

I understand that when receiving an advance, unreconciled travel becomes reportable income to the travel claimant.

► _____
Travel Claimant Signature

► _____
Account Authorized Signature

Tower Foundation Accounting Use Only

| | | | |
|----------------------------|--|---------|--|
| Object Code | | Amount: | |
| Tower Foundation Approval: | | Date: | |

TRAVEL AUTHORIZATION PROCEDURES

Complete the Travel Authorization Form prior to departure for a trip.

- Estimate the required funds needed to be advanced.
 - Secure the approval of your direct supervisor prior to submitting the form.
 - Once the trip is completed, a travel expense claim should be filed within 30 days.
 - Travelers are responsible for complying with Tower Foundation travel policy. This policy applies to all travel expenses paid by the Tower Foundation regardless of the source of funds.
 - Submit SJSU "request for Approval of Travel" for international travel.
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TOWER FOUNDATION TRAVEL POLICY

The Tower Foundation travel policy follows the Internal Revenue Service Guidelines and will reimburse a traveler for supportable expenses according to one of the following three methods:

1. FULL PER DIEM BY LOCATION

Substantiation of Travel

To claim per diem, you must provide records such as the conference itinerary to substantiate the time, place and business purpose of your travel. Visit the following web sites for most current rates.

- Continental United States Domestic Per Diem Rates
www.gsa.gov Select "Per Diem Rates" under Travel Resources
- Foreign Travel Per Diem Rates
http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

2. ACTUAL LODGING EXPENSE PLUS PARTIAL PER DIEM

Per diem to be used for food and incidentals.

3. ACTUAL EXPENSES WITH RECEIPTS

Original receipts for all expenses must be submitted to claim reimbursement using this method.

Note: there is no allowance for incidentals with this method.

A traveler must choose one of the above methods. Only one method of reimbursement may be used for the entire trip.

Independent consultants will be reimbursed only through method three and are required to submit copies of receipts.

Standard Mileage Rate

The maximum allowance for mileage is according to the SJSU rate for all business miles. See <http://www.sjsu.edu/pass/facultystaff/travel/guide/transportation/index.shtml> for the current rate.

Travelers shall maintain a log of travel miles, destination and business purpose.