Mileage rate: Effective for travel on or after June 1, 2006, the mileage reimbursement rate for authorized travel on official University business will increase from twenty-eight cents per mile to thirty-three cents per mile for two-wheel-drive vehicles. The reimbursement rate for the authorized use of four-wheel-drive vehicles (necessary because of road, terrain, or adverse weather conditions) will increase from thirty-two cents per mile to thirty-six cents per mile. Travel that began before the effective date and ends after the effective date will require that the mileage be broken out between the two different rates.

Travel Form: Please download the latest version of the Travel Form Version 3.05. Changes have been made to the form that are not available on the older versions. Changes to the form include: New mileage rates (as per information above) and Employee ID has been changed to Oracle ID (as per information below). Information has been added to the Request for Travel Advance Form – If you request University issued travel advances please provide the required information.

CSUID: The University is currently in the process of implementing the CSUID as the primary identifier for students and employees. However, for the purpose of processing travel reimbursements for employee travel, the current employee vendor number in FRS, which is derived from the employee’s Oracle ID number, will continue to be used at the present time. The Oracle ID number should not be changed to the CSU ID number. The CSUID number may be adopted for this purpose in the future, at which time a notice will be sent to the campus community concerning the change.

YEAR END: Please remember that only airline tickets that have hit the June USbank “ghost card” will be processed for FY 06. All tickets on the July “ghost card” statement will be new year business. The “ghost card” usually cuts off on or around the 20th of the month. Post Trip Travel Vouchers with a trip end date of June 30 or prior must be received in Travel by 4:00pm, July 3rd to be expended in FY 2006.

State Travel Cards: Most State Travel Cards expired in April 2006. If you have not received your new State Travel Card please notify us via email. We will contact USbank to request new plastic be sent out. Please note in order to cancel a State Travel Card the State Travel Card cancellation form must be submitted. The form is available on our web page under applications and forms – State Travel Card – USbank Visa. Please direct all your State Travel Card problems/questions to us via email, as that is the preferred way to communicate with our USbank representative.

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