Travel Advances: 1. If you obtain Group travel advances - Effective immediately The Cashier’s Office will only issue a check for cash advances over $2000.00, unless they are called in advance. If you will have cash advances over $2000.00 and you want cash (not a check) please call the Cashier’s Office at 491-2767 to make arrangements. 2. Please be sure you are providing both the Oracle ID and the CSUID as instructed on the travel advance form.

Travel Form: Please download the latest version of the Travel Form from our web page. The latest version is 3.06. Changes have been made to the per diem percentages.

Web page updates: Please note we have updated some of our forms on our web page. The Moving Expense Form, Moving Manual (FP1 D-4), Pocket Guide for Travel, Quick Reference Guide to University Travel, Rental Car Insurance Quick Guide, State Travel Card Pocket Guide, Travel and Recruitment Manual (FPI D-3) have been changed. Please be sure you are using the latest versions.

Rental Cars: Please note the State has negotiated a contract with Advantage. Please refer to the Basic Ordering Agreement (BOA) for information on this rental car agency.

Per Diem: Please note per diem rates have increased. The base rate (non-high cost) is now $39.00 per day. In order to claim per diem and not default ($25.00) receipts must be provided. Please remember to tape meal receipts by date to a sheet of paper. Each day must have its own page. Note the date and total the receipts for that day when claiming receipt reimbursement. Don’t forget to remove alcohol (if you provide an itemized receipt and insure tip claimed is 20% (excluding taxes) or less.

Travel Voucher Signature Delegation forms: A new delegation form must be completed each Fiscal Year. Please note if you do not have a current delegation form attached to your Post-trip Travel Voucher it be returned for traveler’s signature. Please note a signature delegation form is only to be used for individuals who are not stationed in your department.

Jackie
*******************************************
Jackie Riba
Supervisor - Accounts Payable Travel
200 Johnson Hall
6003 Campus Delivery
Voice 970-491-1363
Fax 970-491-2253