

California State University, Dominguez Hills  
College of Health, Human Services, and Nursing

Procedure for Submitting Travel Requests and Claims

1. Before you travel

Once you have made a decision to travel, submit a completed Travel Request Form with all the necessary signatures properly dated. You must do so even if you are not requesting funds; be sure to note on the form that the submission is “for insurance purposes only”. Everyone travelling, including students must submit a Travel Request Form. Students must also complete the CSUDH Student Travel Affidavit. If you are requesting funds, fill out the portion of the form titled “Estimated Expenses to CSUDH” and attach corresponding documentation (e.g., for lodging attach the hotel reservation receipt).

Submission deadline:

For domestic travel	Due to the Dean’s office <i>three</i> weeks ahead of the travel date
For international travel	Due to the Dean’s office <i>five</i> weeks ahead of the travel date

2. After the travel

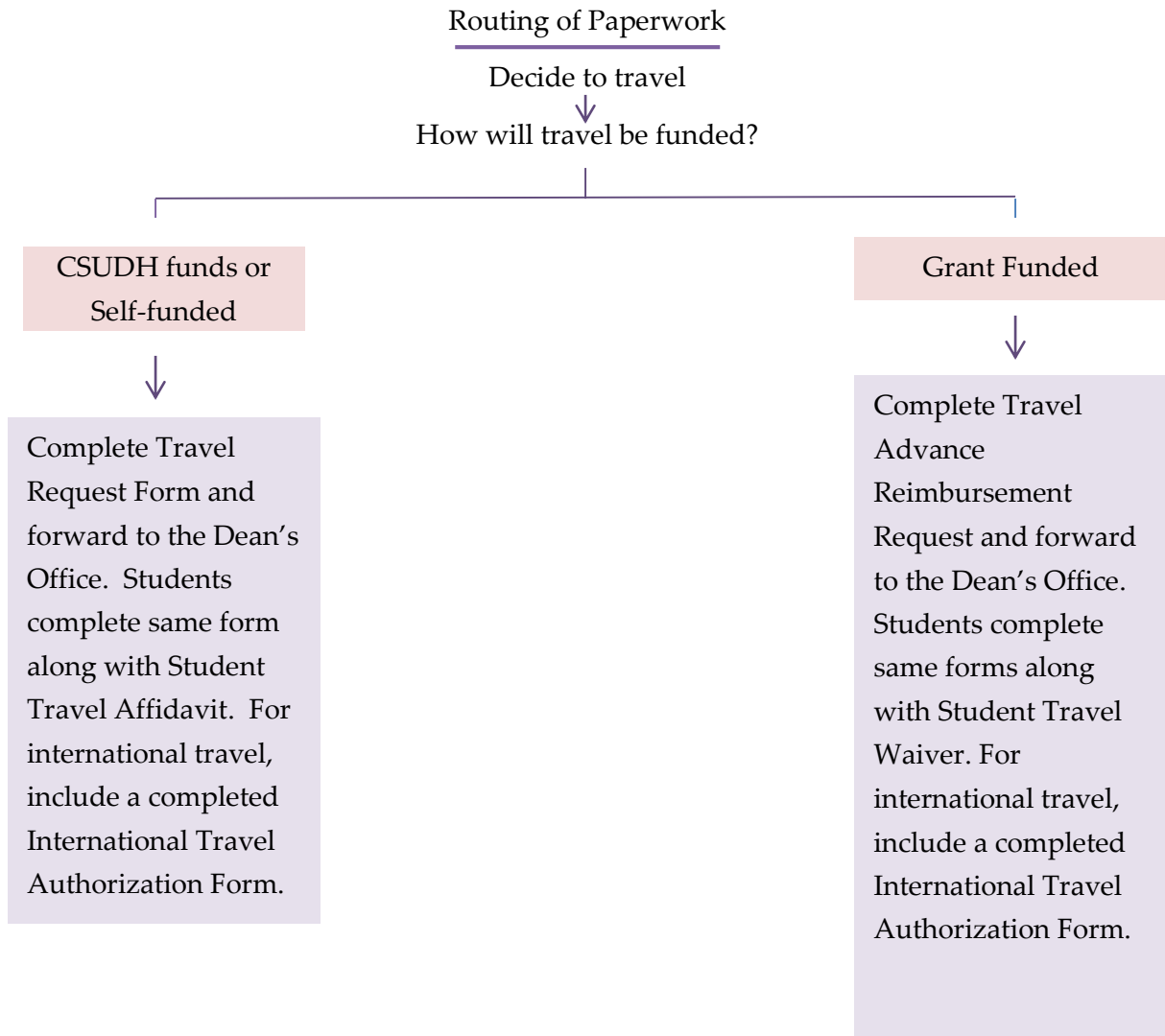
When you return from the trip, complete the Travel Expense Claim STD 262 form and submit it to receive reimbursement. Submit this form only if CSUDH funds were approved for travel.

Submission deadline:

For all travel	Due to the Dean’s office within <i>three</i> weeks upon return from the travel
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3. When travel is funded by grants

Fill out the corresponding paperwork required by CSUDH foundation (Travel Advance/Reimbursement Request; Travel Expense Claim Form; Student Travel Waiver). Submission deadlines stated above stay the same.



4. Where can one find the necessary forms?

The forms can be accessed at the following websites:

1. <http://www4.csudh.edu/accounting-services/forms/index>
2. <http://www4.csudh.edu/foundation/docs-forms/index>
3. [http://www.csudh.edu/cps/documents/docs\\_forms/International%20Travel%20Authorization%20Form-Sept2011.pdf](http://www.csudh.edu/cps/documents/docs_forms/International%20Travel%20Authorization%20Form-Sept2011.pdf)