

## **5.17.0 — Travel Forms**

### ***Accounts Payable***

#### ***SDSU, Business and Financial Affairs***

- Authorization to Use Privately Owned Vehicles on State Business (Std. Form 261)
- Hotel/Motel Transient Occupancy Tax (TOT) Waiver (Std. Form 236)
- Monthly Report of Official Mileage by Private Car
- Request for Authorization for Reimbursement of On-Campus Interview Expenses
- T2: Request for Absence from Campus
- Travel Expense Claim (Std. Form 262)
- Vehicle Accident Report (Std. Form 270)

For additional travel-related resources, visit the AP Forms web page.

### ***Office of Fleet Administration (OFA)***

#### ***State of California, Dept. of General Services***

- California Victim Compensation and Government Claims Board
- OFA Forms
- OFA Garage Operations
- OFA Publications
- OFA State Fleet Handbook
- OFA Travel Programs
- Official Contracted Air Fairs

For additional travel-related resources, visit the State of California, Department of General Services, Office of Fleet