[ ]  **Travel Expense Claim Form (**[**Std. 262**](https://sdsuedu.sharepoint.com/sites/BFA/controller/ap/Forms/Travel%20Expense%20Claim%20%28TEC%29%20%282017%29.xls?d=w8e5a3fc400f44a0a978c94e53218bfaa)**) signed and dated by FAH approver.**

[ ]  **IRA/SSF ARP Student Travel Authorization** [**Form**](http://bfa.sdsu.edu/financial/acctpay/docs/iraauthorization.pdf) **signed and dated by Program Advisor.**

[ ]  **IRA/SSF ARP Student Travel Authorization** [**Form**](http://bfa.sdsu.edu/financial/acctpay/docs/iraauthorization.pdf) **signed and dated by Dean/Chair.**

[ ]  **Release of Liability** [**Form**](http://bfa.sdsu.edu/safety/riskmanagement/docs/WaiverReleaseLiability.pdf) **signed and dated per student (if student travel).**

[ ]  **T2** [**Form**](https://sdsuedu.sharepoint.com/sites/BFA/controller/ap/Forms/Travel%20Authorization%20Form%20%28T2%29.xlsx?d=w97ceb42c449e4be686623e7294fa3f65) **signed and dated by TAD approver (if faculty/staff travel).**

[ ]  **Foreign Travel Insurance** [**Form**](http://bfa.sdsu.edu/safety/riskmanagement/docs/FTIPRequest.pdf) **included (for foreign travel only).**

[ ]  **One Travel Expense Claim (**[**Std. 262**](https://sdsuedu.sharepoint.com/sites/BFA/controller/ap/Forms/Travel%20Expense%20Claim%20%28TEC%29%20%282017%29.xls?d=w8e5a3fc400f44a0a978c94e53218bfaa)**) submitted per traveler per trip.**

[ ]  **Max meal per diem claimed is $20 per day per student.**

[ ]  **Max lodging per diem claimed is $60 per day per student.**

[ ]  **No per diems provided to program advisor, faculty or staff with SSF funds.**

[ ]  **Meal expenses not claimed if meals provided by event.**

[ ]  **Itemized receipts included for all non-per diem expenses of $25 or more.**

[ ]  **Alcohol & alcohol related tax not included in claim.**

[ ]  **Mileage claimed is from/to campus unless distance from/to home is shorter during normal business hours (Mon-Fri, 8A-5P). Distance from/to home acceptable after normal business hours.**

[ ]  **Mileage claimed is supported by** [**map**](http://www.mapquest.com/) **with total miles.**

[ ]  **Mileage not to exceed cost of round trip airfare (unless authorized).**

[ ]  **Includes base airfare, rail, or bus only - no upgrades (unless authorized).**

[ ]  **All direct payments and advances are reported on travel claim as such.**

[ ]  **Car rentals are reasonable; do not include upgrades, pre-purchased gas, or excess insurance.**

[ ]  **A current signed Authorization to Use Privately Owned Vehicle on State Business form (**[**Std. 261**](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std261.pdf)**) is on file (if driving your own vehicle).**

[ ]  **Volunteer form submitted with claim (if volunteer).**