

When to use a TR vs DV

All expenses associated with a travel object code (list below) must be claimed on a Travel Reimbursement (TR). If a **non-traveler** pays for a travel expense on behalf of someone in travel status, the **non-traveler must also be reimbursed using a TR**. The travel arranger is authorized to submit an in-state TR to reimburse (TA not required) the **non-traveler** for any expenses paid on behalf of the person traveling. Please note the following **exceptions** that may be processed on a disbursement voucher (DV):

- **Virtual/Online Conferences or Trainings:** Conference registrations can be charged to a Pcard. If a Pcard was not used, reimbursement for virtual or online conferences can be processed via DV. Please add a note in the notes and attachments section that this is for a virtual/online conference or training and no other travel expenses will be reimbursed.
- **Fuel for CSU Owned Vehicles:** When traveling away from campus in a CSU vehicle, operators should use the vehicle's WEX fuel card found in the glovebox, if that is not possible and gas is paid on a personal credit card instead of the WEX card this can be processed via DV. Please add a note in the notes and attachments section that this is for a WEX fuel reimbursement, no other travel expenses will be reimbursed.
- **Independent Contractor Travel:** Travel expenses can be added to an independent contractor's invoice, paid using object code 6611 on a disbursement voucher.
- **Abstract Submissions:** If an abstract is not accepted and this is the only expense being reimbursed, this may be processed via DV, using object code 6716. **Please add a note in the notes and attachments section that this is for an abstract submission that was not accepted, no other travel expenses will be reimbursed.**

Travel Object Codes:

<u>IN STATE TRAVEL</u>		<u>EMPLOYEE</u>	<u>NON-EMP</u>
Misc InState		6001	6002
Common Carrier		6003	6004
Per Diem (Meals & Lodging)		6005	6006
Personal Vehicle Reimb 2WD		6007	6008
Personal Vehicle Reimb 4WD		6009	6010
State Owned Vehicle		6011	6012
6013 In State Travel Participant Mileage			
6020 NonEmployee Taxable Travel			
Promotional items or memorabilia, such as mugs and hats, that bear the CSU logo or departmental symbol, etc.			
6050 Travel Encumbrance			
<u>OUT OF STATE TRAVEL</u>		<u>EMPLOYEE</u>	<u>NON-EMP</u>
Misc Out of State		6071	6072