

ADOBE FORM INSTRUCTIONS
AP - Travel Expense Form

Instructions for Completing the Travel Expense Form in Adobe Sign. This Adobe Form is generally used by non-CSUEB employees, such as students and recruitments.

- 1) From the AP Forms page, you can click on the form, and log into Adobe Sign. You will start from the Library, and click on the workflow, and select the **AP - Travel Expense form**
- 2) Next you will need to note the recipients: which would include you and your approvers
- 3) Next is to add the appropriate AP Technician that will process your claim
- 4) Under the Agreement Name, you will need to add your last name, first name after the Travel Expense Claim
- 5) Then you have to add your receipts and all supporting documentation to support your travel expense claim and hit SEND
- 6) Next it will open up the Travel Expense Claim document for you to complete and below are the steps on how to complete the form

- 30) Signature/Approval sections: Claimant section is completed by the traveler. Claim must be approved by the traveler's manager or manager authorizing the travel. If the manager does not have fiscal authority over the funding source(s), the person(s) with fiscal authority must also sign.
- 31) After your travel expense claim is completed, you will then sign your claim and hit submit and it will be routed for approvals and sent to AP for processing
- 32) Detailed receipts showing method of payment are required for all expenses paid directly by the University, all expenses listed as "Other Business Expenses," and all expenses \$75.00 and up. Small receipts may be attached to an 8.5" x 11" piece of paper and scanned as one document.
- 33) Please direct any questions to the Accounts Payable Department by emailing accounts.payable@csueastbay.edu or contact any one of our AP Technicians for further assistance.