



CSU Bakersfield

Charge Request Instructions

1. **BUSINESS UNIT:** Choose the business unit of the chartfield the expense should be charged to.
2. Choose which type of travel expense is requested:
 - a. A car rental (requires the driver/traveler to sign the disclaimer in the Car Rental section of the form)
 - b. Uniglobe air travel (a quote or receipt must be attached, with dollar amount)
 - c. Local hotel (for guests)
3. **VENDOR:** Enter the name of the vendor (Uniglobe, Enterprise, Certified, or the name of the local hotel) and
4. **VENDOR CONTACT:** The name of the person at the vendor company that you spoke with.
5. **TRAVELER:** Enter the name of the person who will be picking up the car, boarding the airplane, or checking into the hotel.
6. **DEPT CONTACT:** Enter the name of the person to be contacted if Payment Services has questions on the form (may not be who filled out the form).
7. **CONTACT EXTENSION:** Enter the extension of the department contact.
8. **SIGNATURE OF APPLICANT/REQUESTOR:** Either can sign the form.
9. **QUOTED COST:** Enter the total cost quoted, including tax.
10. **LOCATION AND DATES OF EVENT/TRAVEL:** Enter both:
 - a. The destination of the travel and
 - b. The dates of travel
11. **PURPOSE OF EVENT/TRAVEL:** Enter the business purpose for the travel.
12. **DEPT HEAD (Print Name):** The department head's name must be printed (either typed or handwritten), and
13. **DEPT HEAD SIGNATURE):** The department head must sign the form.
14. If the department head is not an approved signer for the chartfield being used, the form must then be forwarded to an approver of the chartfield.
15. For academic departments, the form must be forwarded to the Provost. **This must be done before the form is delivered/sent to Payment Services.**
16. International travel must be approved by the President.
17. Enter the chartfield to be charged.
 - a. If there's more than one chartfield to be charged, the chartfields and amounts to be charged to each must be detailed on a separate sheet and stapled to the form. **Do not write more than one fund/dept/etc in a field.**
18. Once the form is completed and approved, forward it to Payment Services at ADM 35.
19. The Payment Services Manager will review the form.
 - a. If it's complete, it will be approved and a copy will be scanned to the person identified as the department contact. Email accounts_payable@csu.edu if you want to know who your department contact is.
 - b. If it's not complete or there are questions with the form, the Dept. Contact will be called by Payment Services.