



FY 2025-2026 TRAVEL ACCRUAL FORM

Only submit this form if:

1. Travel ended **4/6/2026 or later**, and
2. The travel claim will not be submitted until after **6/3/2026**.

If you submit this form and submit your travel claim before 6/30/2026, please include a copy of this form as the first page of backup for your claim to ensure that the expense does not hit the FY 25-26 budget twice.

All travel claims must be submitted no later than 60 days after the end of travel per CSU policy. Travel claims for travel ending before 4/6/2026 must be submitted to accounts_payable@csub.edu no later than 6/4/2026 to be either paid or accrued before 6/30/2026. Incomplete forms will be rejected, and the expenses will not be accrued.