

STATE OF CALIFORNIA
TRAVEL EXPENSE CLAIM

CSUSM 262 - Rev. 01/2016

CLAIMANT'S NAME: **Graham Oberem 9641**
 EXT: **4054** DEPT: **Office of the Provost**
 POSITION: **Provost and Vice President for Academic Affairs**
 Normal Working Hours

For Internal Use Only

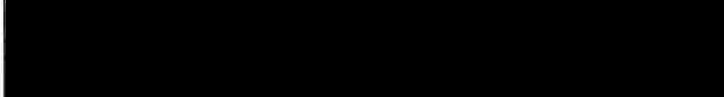
PU PR NF SS CA

Invoice #

Voucher #

Page 1 of 2

RESIDENCE ADDRESS



(1) MONTH/YEAR	(2) DATE OF TRAVEL	(3) TIME	(4) LOCATION of TRAVEL	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION				(8) Registration Business Expense	(9) TOTAL EXPENSES FOR DAY	
				LODGING	BREAK FAST	LUNCH		DINNER	(A) COST OF TRANS.	(B) TYPE USED	(C) TOLLS, PARKING			(D) PRIVATE CAR USE
				MILES		Amount		Amount						
09/2017	9/2/2017	6:20 AM	San Diego, CA to Italy/Spain & Return					\$2,351.06	air		0.535	0.00	2,351.06	
	9/2/2017	6:30 AM	San, Diego, CA to Italy					\$329.28	limo/air		0.535	0.00	329.28	
	9/3/2017		Milan Italy	\$209.97		\$12.45	\$30.24	\$4.22	\$29.65	taxi	0.535	0.00	286.53	
	9/4/2017		Milan, Italy	\$209.97		\$10.70	\$22.57	\$4.75			0.535	0.00	247.99	
	9/5/2017		Miltan, Italy to Rome, Italy					\$209.49	train/taxi		0.535	0.00	209.49	
			Personal travel afternoon of 9/5 thru 9/8								0.535	0.00	46.00	
	9/9/2017		Seville, Spain	\$639.35	\$23.88		\$19.62	\$6.59	\$190.11	Train/tax	0.535	0.00	879.55	
	9/10/2017		Seville, Spain	\$639.35	\$23.88	\$13.23			\$10.89	Taxi	0.535	0.00	687.35	
	9/11/2017		Seville, Spain	\$639.35	\$23.88	\$15.62		\$3.60			0.535	0.00	682.45	
	9/12/2017		Seville, Spain	\$639.35	\$23.88			\$3.59			0.535	0.00	666.82	
	9/13/2017		Seville, Spain	\$639.35	\$23.88			\$41.36	Taxi		0.535	0.00	704.59	
(10) SUBTOTALS				3616.69	119.40	52.00	72.43	22.75	3161.84	0.00	0.00	0.00	0.00	7,091.11

(11) Acct	Fund	Dept	Program*	Class*	Project	Amount	Chartfield String	Amount
606002	44106	1060				4740.05	Chartfield String	\$7,091.11

(12) PURPOSE OF TRIP (MANDATORY), REMARKS AND DETAILS (Attach receipts, proof of attendance, and agendas) *If I leave CSUSM employment for any reason prior to the trip, I agree to reimburse the University for any related expenses that I have been paid for.*

Attend the 2017 European Association for International Education (EAIE) Conference for international student recruitment. Expenses incurred for personal travel during the afternoon of 9/5/17 through 9/8/17 paid by traveler. Prepaid airfare travel \$2351.05) in previous claim. Documentation enclosed. Page 1 of 2 pages.

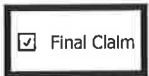
PREPARED BY: **Karen Irwin** EXT 8822

PRIOR PAYMENTS (Direct Bill/Advance): **2,351.06**

TOTAL DUE: **5061.98** **4,740.05**

(13) PRIVATE VEHICLE LICENSE NUMBER (Mandatory if mileage is claimed)

Initial that you have a current DD cert on file for mileage/car rental **X**



(15) I hereby certify that the above is a true statement of the travel expenses incurred by me in accordance with the applicable California State University procedures and that all items shown were for the official business of the CSU. Claimant (use blue ink) X

(16) a. Claimant's Supervisor's Signature Required (use blue ink) X
 Please refer to "Approval of Travel" Memorandum dated 12/1/08 <http://www.csusm.edu/travel/EO688travelapproval120108.pdf>
 If supervisor does not have travel fiscal authority, then additional signatures are required:

b. Dept. ID Approval (use blue ink): X Date: **9-27-17**

c. Fund # Approval (use blue ink): X Date: _____

For Internal Use Only

Voucher ID: **00195566** Date: **08/01/17**

Dollar Amt: **2351.06** Check No: **006667**

Vendor ID: **9641** Vendor Nm: _____

Invoice No: **090217OBERAIR** Invoice Number: _____

606002-44106-1060

Page 2 of 2

CSUSM 262 - Rev. 01/2016

For Internal Use Only

PU PR NF SS CA

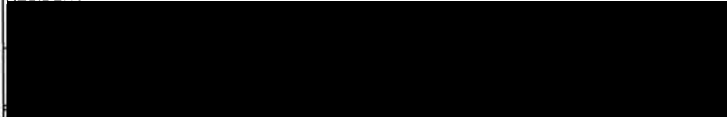
CLAIMANT'S NAME: Graham Oberem
EXT: 4054 DEPT: Office of the Provost

Invoice #

POSITION: Provost and Vice President for Academic Affairs
Normal Working Hours

Voucher #

RESIDENCE ADDRESS



(2) DATE OF TRAVEL	TIME	LOCATION of TRAVEL	LODGING	BREAK FAST	LUNCH	DINNER	INCIDENTALS	(A) COST OF TRANS.	(B) TYPE USED	(C) TOLLS, PARKING	(7) TRANSPORTATION		Business Expense	TOTAL EXPENSES FOR DAY
											(D) PRIVATE CAR USE MILES	Amount		
09/14/2017		Madrid, Spain	\$117.73	\$19.02		\$14.80	\$5.97	\$111.40	Train/Taxi		0.535	0.00		268.92
09/15/2017	9:00PM	Madrid, Spain to San Diego, CA					\$5.95	\$47.06	Uber		0.535	0.00		53.01
											0.535	0.00		0.00
											0.535	0.00		0.00
											0.535	0.00		0.00
											0.535	0.00		0.00
											0.535	0.00		0.00
											0.535	0.00		0.00
											0.535	0.00		0.00
											0.535	0.00		0.00
											0.535	0.00		0.00
(10) SUBTOTALS			117.73	19.02	0.00	14.80	11.92	158.46	0.00	0.00		0.00	0.00	321.93

(11) Acct	Fund	Dept	Program*	Class*	Project	Amount	Chartfield String	Amount
606002	444106	1060				321.93	Chartfield String	\$321.93

(12) PURPOSE OF TRIP (MANDATORY), REMARKS AND DETAILS (Attach receipts, proof of attendance, and agendas) *If I leave CSUSM employment for any reason prior to the trip, I agree to reimburse the University for any related expenses that I have been paid for.*

Attend the 2017 European Association of International Education (EAIE) conference for international student recruitment purposes. Page 2 of 2.

PRIOR PAYMENTS (Direct Bill/Advance):

TOTAL DUE: 321.93

(13) PRIVATE VEHICLE LICENSE NUMBER (Mandatory if mileage is claimed)

Initial that you have a current DD cert on file for mileage/car rental: X

PREPARED BY: Karen Irwin EXT 8822

Final Claim

(15) I hereby certify that the above is a true statement of the travel expenses incurred by me in accordance with the applicable California State University procedures and that all items shown were for the official business of the CSU. Claimant (use blue ink) X

(16) a. Claimant's Supervisor's Signature Required (use blue ink): X
Please refer to "Approval of Travel" Memorandum dated 12/1/08 <http://www.csusm.edu/travel/EO688travelapproval120108.pdf>
If supervisor does not have travel fiscal authority, then additional signatures are required:

b. Dept. ID Approval (use blue ink): X Date: 9/27/2017
c. Fund # Approval (use blue ink): X Date:

For Internal Use Only

Voucher ID: _____ Date: _____ Voucher ID: _____ Date: _____
Dollar Amt. _____ Check No. _____ Dollar Amt. _____ Check No. _____
Vendor ID _____ Vendor Nm: _____ Vendor ID. _____ Vendor Nm. _____
Invoice No. _____ Invoice Number: _____

Prepaid Airfare Claims

STATE OF CALIFORNIA TRAVEL EXPENSE CLAIM		<i>For Internal Use Only</i>	
CSUSM 262 - Rev. 01/2016		PU	PR NF SS CA
CLAIMANT'S NAME Graham Oberem	EXT. 4054	DEPT. Office of the Provost	
POSITION Provost and Vice President for Academic Affairs	Normal Working Hours		Invoice # Voucher #

RESIDENCE ADDRESS

(1) MONTH/YEAR		(3) LOCATION of TRAVEL	(4) LODGING	(5) MEALS				(6) INCIDENTALS	(7) TRANSPORTATION				(8) Registration Business Expense Amount	(9) TOTAL EXPENSES FOR DAY
DATE OF TRAVEL	TIME			BREAK FAST	LUNCH	DINNER	(A) COST OF TRANS.		(B) TYPE USED	(C) TOLLS, PARKING	(D) PRIVATE CAR USE MILES	Amount		
Sept/2017		San Diego, CA to Italy/Spain												
9/2/2017						\$2,351.06	Air		0.535	0.00		2,351.06		
									0.535	0.00		0.00		
									0.535	0.00		0.00		
									0.535	0.00		0.00		
									0.535	0.00		0.00		
									0.535	0.00		0.00		
									0.535	0.00		0.00		
									0.535	0.00		0.00		
									0.535	0.00		0.00		
(10) SUBTOTALS			0.00	0.00	0.00	0.00	0.00	2351.06	0.00	0.00		2,351.06		

(11) Acct	Fund	Dept	Program*	Class*	Project	Amount	Chartfield String	Amount
606002	44106	1060				2351.06	String	\$2,351.06

(12) PURPOSE OF TRIP (MANDATORY), REMARKS AND DETAILS (Attach receipts, proof of attendance, and agendas) *If I leave CSUSM employment for any reason prior to the trip, I agree to reimburse the University for any related expenses that I have been paid for.*

Attend the 2017 European Association for International Education (EAIE) Conference and for international student recruitment. Travel Claim is for reimbursement of airfare only. Final claim will be submitted upon completion of the trip.

PRIOR PAYMENTS (Direct Bill/Advance):

TOTAL DUE: **2,351.06**

(13) PRIVATE VEHICLE LICENSE NUMBER (Mandatory if mileage is claimed)
Initial that you have a current DD cert on file for mileage/car rental

PREPARED BY: **Karen Irwin** EXT 8822 Final Claim

(15) I hereby certify that the above is a true statement of the travel expenses incurred by me in accordance with the applicable California State University procedures and that all items shown were for the official business of the CSU. Claimant (use blue ink) X

(16) a. Claimant's Supervisor's Signature Required (use blue ink): X
Please refer to "Approval of Travel" Memorandum dated 11/1/08 <http://www.csusm.edu/travel/EO600/travelapproval120108.pdf>
If supervisor does not have travel fiscal authority, then additional signatures are required:

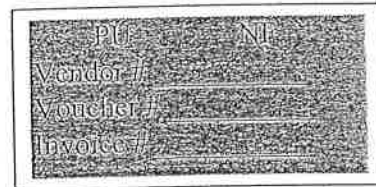
b. Dept. ID Approval (use blue ink): X *[Signature]* Date: **7-25-17**

c. Fund # Approval (use blue ink): X *[Signature]* Date:

For Internal Use Only		For Internal Use Only	
Voucher ID: _____	Date: _____	Voucher ID: _____	Date: _____
Dollar Amt. _____	Check No. _____	Dollar Amt. _____	Check No. _____
Vendor ID _____	Vendor Nm: _____	Vendor ID: _____	Vendor Nm. _____
Invoice No. _____		Invoice Number: _____	
CF String: _____		CF String: _____	



REQUEST FOR TRAVEL APPROVAL or PREPAID REGISTRATION or CASH ADVANCE



Name:	Graham Oberem	Employee No.	000001739		
Address:	[REDACTED]				
Dept. Contact:	Karen Irwin	EXT.	X 8822		
Destination:	Rome, Italy and Seville, Spain	Date/s of Trip	From 09/02/17	To 09/15/17	
Purpose of Trip:	Attend the 2017 European Association for International Education Conference in Seville, Spain for the purpose of recruitment and institutional relationship development. Traveler will pay for expenses incurred during portion of personal time.				

ESTIMATED EXPENSES FOR REIMBURSEMENT BY CSUSM

***Meal Est.	\$ 993.00	PLEASE PAY REGISTRATION TO:
Lodging or Hospitality Gift	\$1,407.00	
Air Fare	\$2351.06	
**International Travel Ins		
*Auto Rental		
*Mileage (.535 cents per mile)		
***Miscellaneous	\$ 200.00	Supplier Email/Contact (required):
***Shuttle/Taxi/Uber/Train	\$ 500.00	Attn:
***Registration	\$	Address 1:
Parking		Address 2:
TOTAL ESTIMATED EXPENSE	\$5451.06	City:
Prepaid Expense		State/Zip:
Total Employee Expense	\$0.00	Email:
***Advance Due @ 90% Employee Expense		(Attach completed registration form in duplicate)
Date Advance Needed		Date to be mailed by:

Current Defensive Driving cert required for reimbursement. Expiration Date: 05/25/19

Advances for domestic travel can include meals, miscellaneous, shuttle/taxi, and registration greater than \$100.00 only. Other expenses such as lodging and airfare cannot be included in an advance for domestic travel.

I hereby certify that I am currently a California State University Employee (Requirement if receiving reimbursement from the State) and that a.) If I am using a privately owned vehicle, I have a current "Authorization to use Privately Owned Vehicle" (form STD 261) on file with the University and I have the minimum liability insurance as required by State law and b.) I have satisfied the State Defensive Driver Training requirements. I have made arrangements for the classes meeting during my absence and/or for administrative and other duties.

Signature of Traveler:		Date:	7/5/2017
Title of Traveler:	President and Vice President for Academic Affairs	EXT:	4054
Funding Source:	Account: 606002	Fund: 44106	Dept: 1060
	Program:	Class:	Project:
	Amount:	\$4727.06	
Funding Approving Authority:			

Please refer to "Approval for Travel" Memorandum dated 12/31/08: www.csusm.edu/travel/EO688travelapproval120108.pdf

Approving Authority		Date:
Title President	SEE SIGNATURE BELOW	
Final Approving Authority (In-State and Out-of-State Travel)		
VP/Provost ONLY		Date:
Final Approving Authority (Out-Of-Country Travel)		
President ONLY		Date: 7/12/2017

Subject: Conf# 34328 For Graham Oberem [09/02/2017-03:45 AM]

Date: Monday, August 28, 2017 at 3:33:35 PM Pacific Daylight Time

From: The Half Moon Limos LLC

To: Graham Oberem

Personal Message: Please consider after hours fees could be waived for a pick up time starts at 4.15 AM - Safe Travels.

The Half Moon Limos LLC

San Diego, CA 92120
US
Tel: (888) 252-9743
Email: airportlimosride@gmail.com

Confirmation

Reservation Confirmation #34328

Last Modified On: 08/28/2017
03:33 PM

Thank You for traveling with Half Moon Limos! Below please find your confirmation. Credit card will be only authorized to secure cash payment trips. Please review pick up date, time and routing info, If any of the information appears to be incorrect, please email (airportlimosride@gmail.com) immediately to correct it. [Some email systems (especially web-based systems) may be aggressive when identifying spam emails, so please check your Bulk Mail (Yahoo! Mail), Junk (Hotmail) or Spam (Gmail) folders for FINAL CONFIRMATION Email]

Pick-up Date: 09/02/2017 - Saturday
Pick-up Time: 03:45 AM
ServiceType: Airport Departure
Passenger: Graham Oberem
Phone Number: (760) 420-2478
No. of Pass: 2
Vehicle Type: 1-3 PAX San Diego Town Car
Primary/Billing Contact: Graham Oberem
Payment Method: V [REDACTED]

Trip Routing Information: **PU: -- :** [REDACTED]
America [REDACTED]
DO: -- : SAN - San Diego Airport / DL - Delta Air Lines - DL , From/To: ATL - Hartsfield - Jackson Atlanta International Airport, Term/Gate: 2, Flt# 1592, ETA/ETD: 06:20:00

Notes/Comments: Please consider after hours fees could be waived for a pick up time starts at 4.15 AM

Charges & Fees

Flat Rate	\$60.00
Std Grat 20.00%	\$12.00
After hours fees	\$20.00

Credit Card Fees 4.00%	\$3.68
Reservation Total:	\$95.68
Payments/Deposits:	\$0.00
Authorizations:	\$0.00
Total Due:	\$95.68

**Terms & Conditions/
Reservation Agreement:**

airportlimosride@gmail.com for Reservations. All reservations must be made at least 24 hours prior to pickup date. Drivers are subject to extra fees. 1) Additional stops will be \$15 minimum per stop and will be calculated on a \$2.50/mile basis. 2) No Cancellation fees if reservation cancelled 3 Business days prior to pickup date. 30% cancellation fees. Cancellations after the driver has already been dispatched 12 hours prior to pickup time, 100% CANCELLATION FEES: "NO REFUND" if the passenger fails to be at the designated pickup location (trip will not be considered as "no-show") 3) Mail in/on group fee shall not be held responsible for late vehicle arrival caused by (but not limited to) lack of timely traffic delays, vehicle breakdown, incorrect pickup and drop-off information, and any situation beyond our control. 7) Drivers MUST process credit card payment through our secured App on the run date unless otherwise requested by corporate manager (card not present). Safe Travels!


HOTEL
ALFONSO XIII
SEVILLE
 THE
LUXURY
 COLLECTION

Graham Oberem



Factura :
 Habitación : 337
 Llegada : 09/09/17
 Salida : 14/09/17
 No. de Socio : SPG 44189808183
 Página : 1 of 2
 Cajero : 2304
 Hora : 10:52
 Fecha : 14-SEP-17

INFORMATION INVOICE

No. de Cuenta.: :
 N.I.F :
 D.N.I/Passport :

Hotel Alfonso XIII, Sevilla

Fecha	Descripción	Cargos	Creditos
09/09/17	Room Charge	483.00	→ 535,42 = \$639.32
09/09/17	Restaurant Breakfast	40.00/2	
09/09/17	Donation UNICEF Charity	1.00	√ 20,00 E = \$23.88
10/09/17	Room Charge	483.00	483.00
10/09/17	Restaurant Breakfast	40.00/2	
11/09/17	Room Charge	483.00	
11/09/17	Restaurant Breakfast	40.00/2	
12/09/17	Room Charge	483.00	
12/09/17	Restaurant Breakfast	40.00/2	
13/09/17	Room Charge	483.00	
13/09/17	Piscina Lunch	6.36 x	= \$7.59
13/09/17	Restaurant Breakfast	40.00/2	
14/09/17	VAT 10%	262.14	÷ 5 = 52,42

*Letter email -
approval of higher
hotel rate.*

From: Karen Haynes <haynesk@csusm.edu>
Date: Saturday, August 12, 2017 at 9:10 AM
To: Mike Schroder <mschrode@csusm.edu>
Cc: Jim Mickelson <jsm@csusm.edu>
Subject: Re: Seville

Mike - understand about pricing and safety; seems easiest and not much more expensive to just stay where booked. Also, if others from CSU booked at Hotel Alfonso, then would seem to be another reason to just keep these reservations. However, we remain flexible and as long as we know where to take taxi upon arrival, we're okay.

Karen S Haynes, Ph.D.
President
Cal State San Marcos
San Marcos, CA 92096-0001

On Aug 12, 2017, at 9:33 AM, Mike Schroder <mschrode@csusm.edu> wrote:

Karen and Jim, Your room reservation is updated for check-in on Sunday, September 10th and check-out on Friday, September 15th.

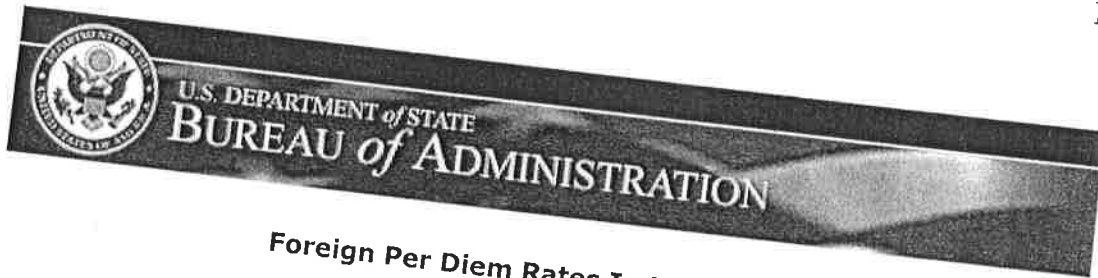
I wanted to alert you that rooms are very expensive in Seville and the rooms we have booked at Hotel Alfonso XIII are typically \$900-\$1200 US dollars for this high season but I was able to get the rooms for 499 Euro (\$590 US). This is not typical for travel like this, but central location in city center, safety and rated by EAIE as one of their top recommended hotels is why this was chosen. However, there is another hotel I could switch to, but the rate is similar but potentially could get for around \$490-\$500 US but I would need to do this week. That other hotel option is also in central location, city center and safe and rated well from EAIE and others. That hotel is the 1800 Sevilla Hotel: <http://www.hotelcasa1800sevilla.com/en/home>

If you prefer I switch all of us that is doable, but I wanted to check with you to get your thoughts and I am also checking with Graham. Mark Novak from Bakersfield was able to get a twin room at the same hotel we are currently at (Hotel Alfonso XIII) and I believe one or two others from CSU were also able to grab rooms when they had a sale for a twin bed single room for 275 Euro (\$350 Euro) to give you perspective on what a small twin single room is going for which also isn't cheap.

Thanks in advance and more to come.

Mike

Mike Schroder
Dean of Extended Learning and Associate Vice President for International Programs



Foreign Per Diem Rates In U.S. Dollars

Country: SPAIN
Publication Date: 09/01/2017

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
SPAIN	Almeria	01/01	12/31					
SPAIN	Balearic Islands	01/01	12/31	165	107	272	N/A	08/01/2017
SPAIN	Barcelona	01/01	12/31	193	119	312	N/A	08/01/2017
SPAIN	Bilbao	01/01	12/31	239	123	362	N/A	08/01/2017
SPAIN	Fuengirola	01/01	12/31	157	77	234	N/A	08/01/2017
SPAIN	La Coruna	01/01	12/31	155	88	243	N/A	08/01/2017
SPAIN	Las Palmas de Gran Canaria	01/01	12/31	147	90	237	N/A	08/01/2017
SPAIN	Madrid	01/01	12/31	187	95	282	N/A	08/01/2017
SPAIN	Malaga	01/01	12/31	229	128	357	N/A	08/01/2017
SPAIN	Marbella	01/01	12/31	147	97	244	N/A	08/01/2017
SPAIN	Other	01/01	12/31	147	97	244	N/A	08/01/2017
SPAIN	Oviedo	01/01	12/31	150	97	247	N/A	08/01/2017
SPAIN	San Sebastian	01/01	12/31	120	90	210	N/A	08/01/2017
SPAIN	Santa Cruz de Tenerife	01/01	12/31	138	86	224	N/A	08/01/2017
SPAIN	Santander	01/01	12/31	127	89	216	N/A	08/01/2017
SPAIN	Santiago de Compostela	01/01	12/31	169	86	255	N/A	08/01/2017
SPAIN	Seville	01/01	12/31	169	98	267	N/A	08/01/2017
SPAIN	Valencia	01/01	12/31	163	86	249	N/A	08/01/2017
SPAIN	Vigo	01/01	12/31	134	93	227	N/A	08/01/2017
SPAIN	Zaragoza	01/01	12/31	141	89	230	N/A	08/01/2017
				234	145	379	N/A	04/01/2008