

Instructions for Completing Form 700-U

CALIFORNIA
FORM **700-U**

Who Files Form 700-U?

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or CSU who have principal responsibility for a research project if the project is to be funded or supported, in whole or in part, by a contract or grant (or other funds earmarked ~~EW~~KGRQRUIRUDVSHFL ~~EH~~VHDUF ~~UR~~MHFWRUIRUDVSHFL ~~E~~ researcher) from a nongovernmental entity.

Reporting requirements are outlined in Regulation 18755.

Instructions for Completing Form 700-U (continued)

What is a Travel Payment?

Travel payments include advances and reimbursements for travel and related expenses, including lodging and meals.

‡ Travel payments are **gifts** if you did not provide services which were equal to or greater in value than the payments received. You must disclose gifts totaling \$50 or more from a single source during the period covered by the statement. Gifts of travel are reportable without regard to where the donor is located.

When reporting travel payments which are gifts, you must provide a description of the gift and the date(s) received. In addition, the travel destination must be disclosed.

‡ Travel payments are **income** if you provided services which were equal to or greater in value than the payments received. You must disclose income totaling \$500 or more from a single source during the period FRYHUHGEWVVDWHPHQW 7KQHUVVWHEMGRQI proving the payments are income rather than gifts.

When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments which are income.

Gifts of travel may be subject to a \$470 gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans," which can be obtained from the FPPC at www.fppc.ca.gov.

You are not required to disclose:

- ‡ Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- ‡ Travel payments received from your employer in the normal course of your employment.

‡ \$ WUDYHO SD\PHQW WKDW ZDV UHFHLYH entity exempt from taxation under Internal Revenue Service Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

Check the box to indicate if the payment was a gift or income, report the amount, and disclose the date(s) if applicable.

Violations

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as University discipline. (See Gov. Code Sections 81000-91014.)

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