

Travel Policies and Procedures

Frequently Asked Questions

Please refer to memo HR 2004-35 dated December 10, 2004 for detailed explanations. The subject of memo HR 2004-35 is CSU Policy and Procedures Governing Travel and Relocation Expense Reimbursement. A condensed version of this memo, containing applicable travel related sections, is available for reference on this website.

1. What are the per diem allowances?

The per diem allowances for each complete 24-hour period are as follows:

Breakfast - \$9.00
Lunch - \$12.00
Dinner - \$20.00
Incidental - \$5.00

2. When can breakfast be claimed?

For a trip with a duration of 24 hours or less, breakfast can be claimed if the traveler leaves prior to 7:00 a.m. and travels 26 miles or more from their primary workplace.

3. Can I claim lunch for a one-day trip?

For a trip with a duration of 24 hours or less, lunch can not be claimed.

4. When claiming mileage, do I measure from headquarters or home?

Mileage must be claimed from the lesser of the two locations.

5. When opting to drive instead of flying, do I claim mileage?

The traveler must claim the lesser of the two amounts. The lesser of the two must be claimed, however, the limit of the claim may not exceed the cost of the airfare.

6. Is there a per diem allowance for hotel costs?

Per memo HR 2004-35 dated December 10, 2004, the per diem allowance for hotel stays has been released. The traveler must use discretion and select a hotel rate within reason. When submitting a travel expense claim, the hotel cost must be substantiated with a receipt.

7. Can I incorporate such expenses as supply purchases and home phone usage in my travel claim?

No, travel expense claims are only for travel related expenses. Other expenses such as those noted may be reimbursable expenses, but must be reimbursed through petty cash.

8. Who can receive travel advances?

Travel advances can be issued to travelers who are employees of the CSU Chancellor's Office or consultants who are on the special consultant list. Procedures for per diem allowances must be followed by both special consultants and CSU Chancellor's Office employees.

9. Can any car rental agency be used?

The intended agencies that the state has contracted rates with are as follows:

Alamo Car Rental Enterprise
Bay Area Rentals National
Budget Thrifty

10. What is the mileage reimbursement rate?

Effective January 1, 2005, the maximum standard mileage reimbursement rate is 40.5 cents/mile.

11. Is it necessary to submit a travel claim if the only expense is an advance for registration fees?

Yes, an expense claim must be submitted if any type of advance was issued. The exception would be airline ticket purchase or car rental expenses that are charged to one of our corporate or GSA cards.

12. Who can I contact with travel related questions?

Kay Harris can be contacted at (562) 951-4678 or via e-mail at (kharris@calstate.edu). Kay primarily handles the alpha A-Z.

Please contact the Human Resources Department for complete copies of their memo HR 2004-35.

13. What are the travel related year-end procedures?

To encumber funds for trips at year end and submit travel accruals to Accounting.

14. How long does it take to get a travel advance?

5 working days.

15. How long does it take to get a travel expense claim reimbursement?

10 working days.

16. What is a GSA card and when can I use it?

State issued credit card to be used for contracted rental cars, taxis and shuttles.

17. Can I combine a business trip with a couple of days of personal travel?

Yes, but only the business portion of the trip will be reimbursed.

18. If I pay a registration fee with my department procurement card, should I include the registration amount in my travel expense claim?

No, the procurement card should not be used for travel related items.

19. Does a travel request form need to be prepared for ticketless air fare only?

Yes, a travel request should be prepared for all travel. (Liability issue.)