

---

# Executive Summary

## *Travel Policy and Travel Procedures and Regulations Revisions*

The revision of the California State University *Travel Policy* was undertaken to provide a common set of procedures for handling travel claims and payments and to assist travelers and supervisors alike with improved guidance on what travel expenses are reimbursable by the University. Below is a quick reference guide to show the differences between the old policy and the revised one.

### Clarifications in the new version

---

|                                     |   |
|-------------------------------------|---|
| <b>Greater Responsibility</b>       | The approving supervisor has greater responsibility to determine the legitimacy and appropriateness of the travel expenses submitted by a traveler.   |
| <b>Expanded Scope</b>               | The scope of who is covered by the policy has been expanded. In addition to University employees and volunteers, the policy specifies others such as visiting scholars, spouses/domestic partners, students, independent contractors and consultants. |
| <b>Pre-Approvals</b>                | The requirement for documented pre-approval of travel has been specified.   |
| <b>Taxable Income</b>               | The new procedures specify when reimbursements are considered taxable income to the recipient such as for travel of less than 24 hours, some combinations of international and personal travel, and during assignments extending beyond one year.     |
| <b>Insurance Requirements</b>       | Insurance requirements for various modes of transportation such as privately owned cars, aircraft, and boats are now specified.   |
| <b>Combined Travel</b>              | Guidance is now provided when personal and business travel are combined. Such combinations are allowable if no additional cost is incurred by the University and no reimbursements are provided for personal expenses.                                |
| <b>Payment Options</b>              | Payment options such as cash advances and use of corporate credit cards and preferred vendor contracts for expenses such as car rental, airline tickets, and hotels are now described.  |
| <b>New Kinds of Travel Expenses</b> | The revised policy and procedures now accommodates expenses that have recently been imposed on travelers such as fees for bag check. Future modifications to the procedures may add other expenses as the travel environment changes.                 |

---

---

## Major changes in the new version

|                                |  |
|--------------------------------|--|
| <b>Actual Meal Expenses</b>    | The new procedures stipulate that reimbursement will be made for actual meal expenses for travel in the contiguous 48 states up to \$55 per day. Separate meal limits are eliminated. Receipts are required for expenses of \$25 or more.  |
| <b>Incidental Expenses</b>     | Reimbursement for incidental expenses is increased to \$7 per day (from \$5). Receipts for incidentals are not required.   |
| <b>Federal <i>Per Diem</i></b> | The revised policy implements federal <i>per diem</i> rates for lodging, meals, and incidentals outside of the contiguous 48 states (foreign travel). This approach accommodates the higher costs normally found in those locations and ensures regular updates to the rates. The revised policy also implements federal <i>per diem</i> rates for meals and incidentals only for travel to Alaska and Hawaii. |
| <b>Long Term Lodging</b>       | To accommodate a wide range in costs by location, appropriate long term (30 days or more) lodging allowances up to the established maximum for the location shall be determined by a traveler's supervisor and approving authority. (Current policy sets limit at \$68 per day.) It is expected that long term lodging will be less expensive than daily accommodations.                                       |
| <b>Unlimited Travel Claims</b> | In contrast to the existing procedures, no limits are placed on how many travel claims can be submitted in a month. This should relieve cash flow burdens for frequent travelers.  |
| <b>Policy Maintenance</b>      | Financial Services assumes responsibility for maintaining the travel policy and procedures which will provide a better organizational fit.   |

## Discontinued procedures and requirements

|                     |  |
|---------------------|--|
| <b>Discontinued</b> | Requirement for filing separate out-of-state travel claims. With CSU controlling payment and account management expanded through CMS, having separate out-of-state travel claim forms is an obsolete and inefficient practice. Claims for reimbursement can be combined on the same form with in-state travel in the new procedures. |
| <b>Discontinued</b> | Requirement for Presidential approval when more than two employees from the same campus are attending the same convention or conference. This level of approval appears excessive and unnecessary if a business purpose exists for attendance.   |
| <b>Discontinued</b> | Requirement for filing a <i>Report of Reimbursed Time Away from Headquarters</i> with the President due to lack of use or evidence of purpose.   |
| <b>Discontinued</b> | Reimbursement for use of a bicycle on official CSU business. Similar to motorcycles, this mode of transportation is not recommended because of safety issues.  |
| <b>Discontinued</b> | Information on <i>Return of Deceased Employees; State University Provided Employee Housing; and Moving and Relocation Expenses</i> . These items will be addressed under separate policies.  |