



OVERVIEW

Travel Policy

Travel Procedures

and Regulations

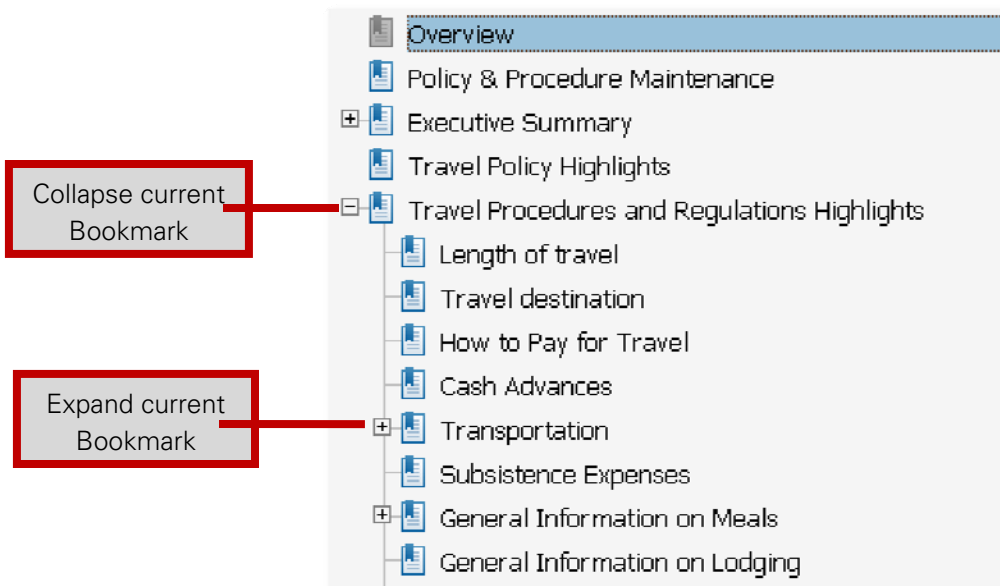
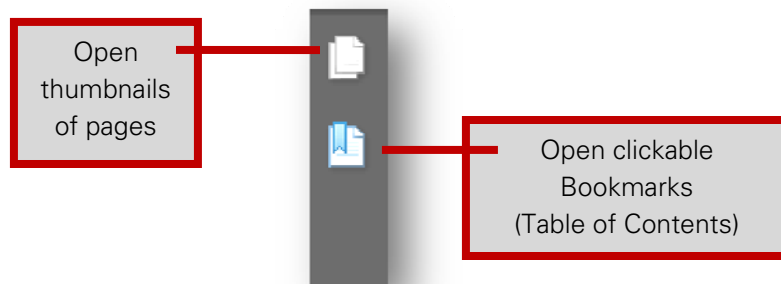
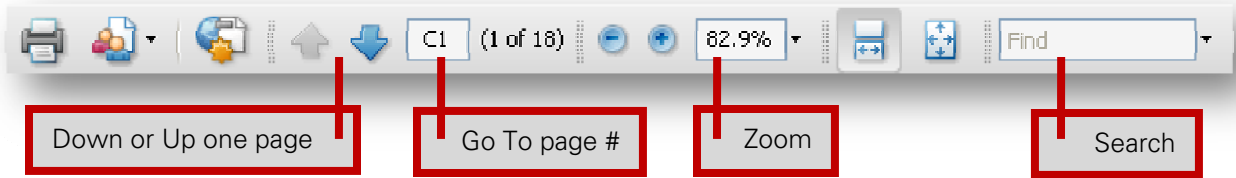
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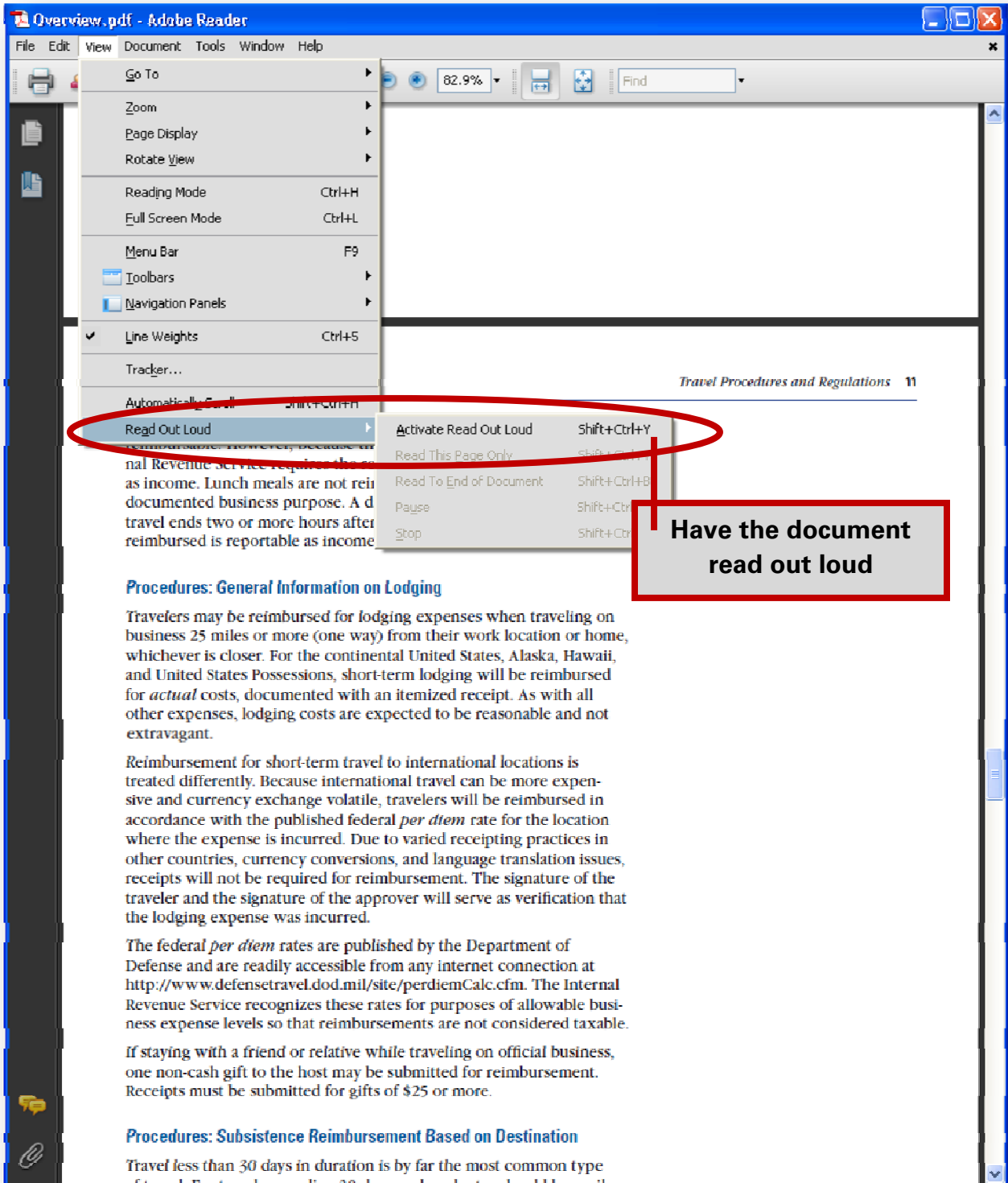
CSU

**The California
State University**

Office of the Chancellor
Business and Finance

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OVERVIEW

Travel Policy and Travel Procedures and Regulations

Effective April 1, 2011

Yes No

- | | | |
|--------------------------|--------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you travel to conduct business on behalf of the California State University? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you authorize travel for employees and approve reimbursements for travel expenses? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you travel to attend conferences, participate in meetings and training sessions? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you make travel arrangements for your boss or others in your work unit? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you travel to perform research for your work at the California State University? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you prepare claims or process reimbursement payments? |

If you answered yes to one or more of these questions, then it's your responsibility to understand and adhere to the California State University travel policy and procedures. Though there is no reason for you to memorize every detail, it's a good idea to be aware of the basics contained in this document and know where to refer for further detail.

This document is based on a webcast presentation made on December 2010 from the Office of the Chancellor. A Power Point® with slide notes is available at <http://www.calstate.edu/sfo/>.



Office of the Chancellor
Business and Finance

Financial Services (Office of the Chancellor) maintains the full policy and procedures documents. The current version of each can be found at <http://www.calstate.edu/icsuam/sections/3000/>. You will also find a comprehensive set of references that include the following:

- Executive Orders
- Integrated CSU Administrative Manual
- Coded Memoranda
- Collective Bargaining Agreements
- *Per diem* Rates
- Internal Revenue Service Publications, Procedures, and Codes
- Appendices
 - Definitions
 - Mileage Reimbursement Rates for Private Vehicles and Aircraft
 - Reimbursement Caps and Receipt Requirements for Lodging, Meals, and Incidentals
 - Expense Reimbursements for Travel of Less than 24 Hours
 - Prorating *Per Diem* for Travel Involving Multiple Locations
 - IRS Tax Gross Up Formula
 - Taxability of International Travel with Personal Use

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

Greater Responsibility	The approving supervisor has greater responsibility to determine the legitimacy and appropriateness of the travel expenses submitted by a traveler.
Expanded Scope	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.
Pre-Approvals	The requirement for documented pre-approval of travel has been specified.
Taxable Income	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.
Insurance Requirements	Insurance requirements for various modes of transportation such as privately owned cars, aircraft, and boats are now specified.
Combined Travel	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.
Payment Options	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.
New Kinds of Travel Expenses	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

Actual Meal Expenses	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.
Incidental Expenses	Reimbursement for incidental expenses is increased to \$7 per day (from \$5). Receipts for incidentals are not required.
Federal <i>Per Diem</i>	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.
Long Term Lodging	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.
Unlimited Travel Claims	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.
Policy Maintenance	Financial Services assumes responsibility for maintaining the travel policy and procedures which will provide a better organizational fit.

Discontinued procedures and requirements

Discontinued	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.
Discontinued	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.
Discontinued	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.
Discontinued	Reimbursement for use of a bicycle on official CSU business. Similar to motorcycles, this mode of transportation is not recommended because of safety issues.
Discontinued	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.

Highlights: *Travel Policy*

The California State University *Travel Policy* and the accompanying *Travel Procedures and Regulations* apply to all travel which will be paid for by the California State University for employees, students, visiting scholars, candidates, and others as specified. Reimbursements made from state-held funds or California State University trust funds must be in compliance with this policy. Funds used for travel reimbursement must be

- appropriately used;
- properly authorized and in keeping with current delegations of authority;
- for a documented business purpose;
- substantiated by applicable receipts;
- correctly processed for payment; and
- in compliance with all applicable regulations and agreements.

The Higher Education Employer-Employee Relations Act (HEERA) or collective bargaining agreements will take precedence over any of the provision of the policy or procedures if there is a conflict. The terms of grants or extramural funding agreements would likewise take precedence if they are more restrictive in nature.

The California State University *Travel Policy* and *Travel Procedures and Regulations* represent the minimum standards and practices to follow. A campus* may adopt more restrictive standards relating to documentation requirements to fit campus needs but they cannot create procedures that are more lenient or extend more generous reimbursement allowances. For example, if a campus requires that all meal receipts be submitted as verification of expenditures, this is allowable even though the document specifies receipts for expenditures exceeding \$25.

The California State University will only pay or reimburse for travel-related expenditures that are ordinary, reasonable, not extravagant, and necessary to conduct official University business.

Travelers should keep in mind that travel dollars are public funds and travelers are representing the California State University. It is expected that University employees will represent the University in a positive and responsible manner.

The University assumes no financial responsibility for expenditures incurred by travelers who fail to adhere to the policy. A traveler, however, may choose to spend more than the reimbursement allowances provides but will not be reimbursed for any amount above the allowance unless a business purpose is provided and an exception approval is obtained.

Receipt: A written acknowledgement of money received. For substantiation of an expense, a receipt indicates what was purchased, the amount due, the form of payment and preferably a zero balance.

Official University Business

Travel: To be considered Official University Business Travel, at least one of the following criteria must apply:

- A trip is certified by the President or designee to be essential to University operations;
- The trip relates directly to University programs including professional development activities and objectives;
- The trip is to a meeting of a professional association or society to deliver a paper, to serve as moderator or group leader, to serve on a panel, or to fulfill obligations as an association or society officer; or
- The trip has as its primary purpose recruitment of faculty or administrative personnel.

*Please note that when the term "campus" is used in this document, the Chancellor's Office is included.

Policy: Before, During and After the Travel

Before non-cancellable travel arrangements are made, a traveler must obtain written approval to travel to confirm that a valid business purpose exists for expending funds. The campus can determine acceptable forms of pre-travel approval documentation such as a handwritten note, memo, e-mail or signed multiple trip list. The pre-approval should be signed by the person with the budget authority to reimburse for the related travel expenses.

When making reservations, travelers are expected to use California State University preferred vendors and California State University negotiated terms and conditions whenever possible. Although a traveler might determine that he/she could obtain a lower rate, using a vendor with a negotiated contract provides the California State University with trackable data which could be used as leverage in future negotiations.

While traveling and while at another location, employees are expected to represent the California State University in a responsible manner and to minimize risk to themselves and to the University by utilizing safe transportation and lodging options and maintaining appropriate insurance coverage.

Policy: Expenses

As a general rule, travel expenses directly related to official University business are reimbursable. Reimbursement allowances have been established to provide for variations in cost based on geographic regions and length of stay. In some cases, actual expenses will be reimbursed up a maximum per day. In other situations a *per diem* will be authorized. The allowances are noted in the *Travel Procedures and Regulations* and will be updated as needed.

There are situations where a traveler may wish to combine business travel with personal travel or extend the length of the stay to save costs. Travelers may alter travel for personal convenience if there is no additional cost to the University or loss of productivity.

Policy: Approvals

Once travel expenses have been incurred, a reimbursement claim with appropriate documentation must be submitted. The claim must be approved by an authorized approver—an individual designated by the delegation of authority process at the campus. The approver has the responsibility of ensuring that all documents are in order; expenses are reasonable and accurate; and for denying non-business related expenses.

It is understood that situations will arise where exceptions to the policy or procedures will be needed. Such exceptions must be approved by the Executive Vice Chancellor/Chief Financial Officer, President or their designee. However, the policy and procedures have been developed in such a way that exception requests should be minimal.

Business Purpose: The business purpose of a University traveler may include activities that contribute to any one of the University's major functions of teaching, research, or public service. It is the primary reason the employee must incur travel-related expenses.

Per Diem: The daily subsistence allowance to cover the cost of lodging, meals and certain incidental expenses authorized under the GSA and Federal *per diem* rates. The amount varies based on destination of travel. The payment of *per diem* does not require supporting receipts. *Per diems* are authorized for all international travel; travel meals within Alaska, Hawaii, and United States possessions; domestic travel assignments of 30 days or more; and domestic travel assignments that exceed one year. For purposes of *per diem*, incidental expenses include tips and fees for services, e.g., for waiters, baggage handlers, etc. Federal *per diem* rates do not include taxes on lodging, which may be reimbursed separately.

Approving Authority: The approving authority is defined as a person to whom authority has been delegated in writing to approve expenses in accordance with University policy.

As part of the final handling prior to reimbursement, a designated travel reimbursement office at the campus (usually Accounts Payable) will review documents for compliance with policy, validate supporting documentation and verify appropriate signatures.

Delegation of Authority: The Executive Vice Chancellor/ CFO and University Presidents have been delegated authority and responsibility for effective oversight of all funds held by the University.

Highlights: *Travel Procedures and Regulations*

This document and associated reference materials contains all of the details related to travel. It's this document that addresses reimbursable travel costs, insurance requirements, and what receipts you will need to retain and submit for reimbursement. Please note that your campus may have specific procedures that are more restrictive than the ones described here. The easiest way to become familiar with this lengthy document is to study its Table of Contents. You'll see that the procedures are organized by the travel destination and the length of the stay due to the different rules applicable for reimbursement.

Length of travel

Short term applies to travel completed in less than 30 days.

Long term applies to travel extending beyond 30 days.

Travel destination

Continental United States (48 contiguous states)

Hawaii, Alaska, and the United States Possessions and Territories

International

Most California State University travel is short term travel within the continental United States. Procedures and cost limits have been established to meet the Internal Revenue Service standards so that travel reimbursements will generally not be considered taxable income to the traveler. The procedures covering payment of travel, transportation, insurance requirements, miscellaneous expenses and filing of claims are generally applicable to all types of travel and lengths of stay.

Reimbursement allowances for subsistence expenses will vary by type and location of travel. Appendix C in the *Travel Procedures and Regulations* details the allowable subsistence reimbursement levels and documentation requirements. Except for group subsistence expenses and some expenses incurred by students or prospective employees, subsistence expenses are to be paid by the traveler and a claim submitted for reimbursement.

Procedures: How to Pay for Travel

There are several different ways that you can pay for travel expenses.

Direct billing: Some prepaid transportation tickets and conference registration fees can be directly billed to the University.

Corporate credit cards: Under procedures established by the campus, corporate credit cards may be issued to travelers. Travelers issued such cards should use the card for any travel expense.

Subsistence Expenses:

Expenses such as (1) lodging, including taxes and service charges; (2) meals, including taxes and tips, and (3) incidental expenses.

Incidental Expenses:

The incidental expenses portion of the federal *per diem* rate includes fees and tips given to porters, baggage carriers, bellhops, stewards or stewardesses and others on ships, and hotel staff in foreign countries; transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site; and mailing costs associated with filing travel claims and payment of University-sponsored charge card billings.

Personal credit cards or cash: If a traveler does not have a corporate credit card, a personal credit card may be used. Cash advances may be obtained by employees under certain circumstances.

Procedures: Cash Advances

Cash advances to employees must be issued between one and 30 days of when an expense is to be paid or incurred. If out of pocket costs occur prior to travel, employees may be reimbursed for these costs prior to the actual dates of travel via a travel advance request or travel claim form. A traveler should have no more than one outstanding advance at a time. Claims for the trip covered by the first advance should be submitted and approved prior to the issuance of another advance. If a trip is cancelled or postponed or if employment ceases, the advance must be returned immediately.

Procedures: Transportation

Actual transportation expenses will be reimbursed based on the most economical mode and route. Transportation expenses include such items as carrier fares, car rental charges, private car mileage allowances, parking, tools, and taxis. Receipts are required to be submitted for reimbursement of expenses above \$25.

In recognition of the risks associated with travel, a group of employees should avoid traveling together on the same aircraft, auto or other transportation if an accident could seriously impact the functioning of the University. For example, key employees such as the Chancellor, Presidents, Vice Presidents or a substantial number of employees from the same organizational unit or program should consider this when making travel arrangements.

Private Auto Travel

When a private vehicle is used for travel, mileage costs will ordinarily be reimbursed based on miles from the traveler's work location to the destination. However, for travel without an overnight stay reimbursement will be made for mileage costs from the work location or home, whichever is less.

Per mile reimbursement costs may be adjusted in accordance with Internal Revenue Service updates. The current reimbursement rate can be found in Appendix B of the *Travel Procedures and Regulations*. If travelers with physical disabilities can document higher costs for specially equipped or modified automobiles, the traveler may seek an enhanced reimbursement rate.

Travelers are responsible for maintaining appropriate liability insurance if using a private vehicle. Recommended levels of liability insurance can be found in Section VIII of the *Travel Procedures and Regulations*.

Cash Advances: Cash (or cash equivalent) given to a traveler in advance of a trip.

Travel Advances: Payment provided to an employee in advance of travel to offset anticipated out of pocket expenses. Advances also include reimbursement of travel related expenses incurred prior to the dates of travel.

Rental Cars

In some cases renting a car for transportation to a destination may be necessary and/or more cost effective than using a personal vehicle. Also, renting a vehicle at a destination location may be more cost effective than public transportation, shuttles or taxis. A compact, economy or intermediate class vehicle should be requested unless these sizes are not adequate for the purpose of the trip. Discounts negotiated by the State or University should be requested when available and the car returned with a full tank of gasoline to minimize costs.

Surface Versus Air Travel

Some individuals are not able to travel by plane. With prior approval, surface transportation may be used for personal reasons, even though air travel would have been the most appropriate mode. The cost of meals, lodging, mileage, tolls, etc., while in transit via surface transportation may be reimbursed. However, costs incurred during the time of travel may not exceed the documented total cost of the same travel by standard commercial air carrier plus ground transportation.

Extending the Length of Travel

Staying longer on travel when overall costs are reduced (such as reduction in airfare for a Saturday night stay) is also permitted with appropriate documentation.

Other Transportation and Prohibited Modes

The *Travel Procedures and Regulations* also includes instructions for utilization of other acceptable modes of transportation including rail or bus, passenger ship, local public transport or taxis, and private aircraft. Travelers expecting to use these modes should review those sections prior to making arrangements.

Two modes of transportation—motorcycles and bicycles—are not authorized for official University business and costs incurred in the operation of these modes will not be reimbursed.

Procedures: Subsistence Expenses

Subsistence expenses consist of lodging, meals and incidental expenses. Incidental expenses are usually small expenses like tips and fees for baggage carriers, housekeeping, etc. These are customary expenses in travel and may not be included on other bills or itemized receipts.

The timeline for reimbursement of these expenses begins when the traveler leaves his/her residence or normal work location—whichever occurs last—and ends when the traveler arrives back to residence or work location—whichever occurs first.

Procedures: General Information on Meals

Meals are normally reimbursed when travel includes an overnight stay and the reimbursement is not reportable as income to the Internal Revenue Service. Daily allowances will differ for various types of travel and the “per meal” reimbursement level is no longer defined. Instead, travelers are expected to expend funds in a prudent manner with total meal expenses for the day capped at a daily allowance amount.

Meals for groups can be paid by one individual. Attendees at such a group event cannot, of course, separately claim such meals.

Because the subject of meal reimbursements frequently generate questions from travelers, the following table provides more details when the travel is completed in less than 24 hours.

Meals for Trips of Less Than 24 Hours

Continental United States

	Breakfast	Lunch	Dinner
With an overnight stay	Reimbursable	Reimbursable	Reimbursable
Less than 12 hours	Reimbursable if travel begins 2 hours before regular work hours. Amount is reportable as income.	Not reimbursable unless there is a specific business purpose	Reimbursable if travel ends 2 hours after regular work hours. Amount is reportable as income.
Hospitality meals under EO 761	Reimbursable	Reimbursable	Reimbursable

When travel is less than 24 hours and includes an overnight stay, necessary meals will be reimbursed and are not reportable as income for tax purposes.

*When travel is less than 12 hours in duration, such as an all-day seminar or meeting, some meals will be reimbursable. Also, meals authorized under the guidelines of the *Hospitality Policy* can also be reimbursable. A breakfast meal is reimbursable if travel begins two or more hours before regular work hours. For example, if a normal work day starts at 8:00 a.m. and the traveler departed his/her home at 6:00*

a.m. for the airport or travel destination, a breakfast meal would be reimbursable. However, because there is no overnight stay, the Internal Revenue Service requires the reimbursed amount to be reported as income. Lunch meals are not reimbursable unless there is a specific documented business purpose. A dinner meal will be reimbursed if travel ends two or more hours after regular work hours. The amount reimbursed is reportable as income for tax purposes.

Procedures: General Information on Lodging

Travelers may be reimbursed for lodging expenses when traveling on business 25 miles or more (one way) from their work location or home, whichever is closer. For the continental United States, Alaska, Hawaii, and United States Possessions, short-term lodging will be reimbursed for *actual* costs, documented with an itemized receipt. As with all other expenses, lodging costs are expected to be reasonable and not extravagant.

Reimbursement for short-term travel to international locations is treated differently. Because international travel can be more expensive and currency exchange volatile, travelers will be reimbursed in accordance with the published federal *per diem* rate for the location where the expense is incurred. Due to varied receipting practices in other countries, currency conversions, and language translation issues, receipts will not be required for reimbursement. The signature of the traveler and the signature of the approver will serve as verification that the lodging expense was incurred.

The federal *per diem* rates are published by the Department of Defense and are readily accessible from any internet connection at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>. The Internal Revenue Service recognizes these rates for purposes of allowable business expense levels so that reimbursements are not considered taxable.

If staying with a friend or relative while traveling on official business, one non-cash gift to the host may be submitted for reimbursement. Receipts must be submitted for gifts of \$25 or more.

Procedures: Subsistence Reimbursement Based on Destination

Travel less than 30 days in duration is by far the most common type of travel. For travel exceeding 30 days, reduced rates should be available and the daily limits may be adjusted by the authorized approver for such travel. More information about these instances is included in *Travel Procedures and Regulations*.

Daily Reimbursement Allowances and Documentation Requirements

Continental United States

	Less than 30 days with an overnight stay	30 days or more	In excess of one year
Lodging	Actual lodging costs. Detailed receipt required.	<i>Per diem</i> determined by authorized approver up to 100% of federal <i>per diem</i> for the location. No receipts required.	<i>Per diem</i> up to 150% of 30-day <i>per diem</i> for tax gross-up. No receipts required.
Meals	Actual meal expenses up to \$55 per day. Receipts required for expenses of \$25 or more	<i>Per diem</i> determined by authorized approver up to 100% of federal <i>per diem</i> for the location. No receipts required.	<i>Per diem</i> up to 150% of 30-day <i>per diem</i> for tax gross-up. No receipts required.
Incidentals	\$7 per 24 hours. No receipts required.	<i>Per diem</i> determined by authorized approver up to 100% of federal <i>per diem</i> for the location. No receipts required.	<i>Per diem</i> up to 150% of 30-day <i>per diem</i> for tax gross-up. No receipts required.

For travel in the continental United States, the amounts shown in column one of the above table will be in effect until further notice. Travelers may choose to exceed the spending limits for meals, however, the California State University will only reimburse up to \$55 per day.

Alaska, Hawaii, and United States Possessions

	Less than 30 days with an overnight stay	30 days or more	In excess of one year
Lodging	Actual lodging costs. Detailed receipt required.	<i>Per diem</i> determined by authorized approver up to 100% of federal <i>per diem</i> for the location. No receipts required.	<i>Per diem</i> up to 150% of 30-day <i>per diem</i> for tax gross-up. No receipts required.
Meals	Federal <i>per diem</i> for specific location. No receipts required.	<i>Per diem</i> determined by authorized approver up to 100% of federal <i>per diem</i> for the location. No receipts required.	<i>Per diem</i> up to 150% of 30-day <i>per diem</i> for tax gross-up. No receipts required.
Incidentals	Federal <i>per diem</i> for specific location. No receipts required.	<i>Per diem</i> determined by authorized approver up to 100% of federal <i>per diem</i> for the location. No receipts required.	<i>Per diem</i> up to 150% of 30-day <i>per diem</i> for tax gross-up. No receipts required.

International Locations

	Less than 30 days with an overnight stay	30 days or more	In excess of one year
Lodging	Actual lodging costs. Detailed receipt required.	<i>Per diem</i> determined by authorized approver up to 100% of federal <i>per diem</i> for the location. No receipts required.	<i>Per diem</i> up to 150% of 30-day <i>per diem</i> for tax gross-up. No receipts required.
Meals	Federal <i>per diem</i> for specific location. No receipts required.	<i>Per diem</i> determined by authorized approver up to 100% of federal <i>per diem</i> for the location. No receipts required.	<i>Per diem</i> up to 150% of 30-day <i>per diem</i> for tax gross-up. No receipts required.
Incidentals	Federal <i>per diem</i> for specific location. No receipts required.	<i>Per diem</i> determined by authorized approver up to 100% of federal <i>per diem</i> for the location. No receipts required.	<i>Per diem</i> up to 150% of 30-day <i>per diem</i> for tax gross-up. No receipts required.

Procedures: Other Reimbursable Travel Expenses

Beyond meals, lodging, and incidentals there are other reimbursable travel expenses that may be incurred. These expenses could include

- registration fees for conferences, conventions, meetings of professional or learned societies;
- tips and taxes that are reasonable and customary and have not been included in items already covered;
- business expenses such as photocopying, mailing, equipment rental, local and long distance phone calls; and
- expenses that would not ordinarily be reimbursed but arise because of special or unusual circumstances and are approved with documentation as an exception.

Procedures: Non-reimbursable Expenses

Within the *Travel Procedures and Regulations* document is a section devoted to expenses that cannot be reimbursed and are not covered elsewhere. Some examples of non-allowable reimbursements include personal domestic ATM/credit card fees, fines/citations, clothing, commuting expenses, personal entertainment, and dependent/pet care.

Procedures: Special Travel Circumstances

The California State University will reimburse travel expenses under certain special conditions for the following:

- faculty members on sabbatical leave if the travel is undertaken to perform study or research that cannot be done elsewhere;
- school site teacher candidate supervisors—primarily for the CalState TEACH program faculty;
- visiting academic appointees who may be required to travel; and
- students conducting business for the California State University or participating in education-related activities (i.e., supporting research, attending conferences, presenting a paper).

The travel procedures should be reviewed for the specific considerations surrounding reimbursements for these travelers.

Procedures: Non-University Travelers

Situations occur where travel expenses for non-University travelers should be reimbursed. Travel expenses for the following travelers will be covered given a *bona fide* business purpose and if all applicable regulations are followed:

- prospective employees coming to a campus for interviews or other meetings;
- independent contractors and consultants working temporarily for the University
- foreign visiting scholars;
- spouse/registered domestic partner; and
- witnesses to litigation matters.

Review of the *Travel Procedures and Regulations* prior to making arrangements is strongly recommended.

Procedures: Insurance Coverage and Requirements

California State University travelers are expected to minimize risk to themselves and to the University while traveling. Travelers should maintain the appropriate insurance coverage while traveling. Employees are routinely covered 24 hours a day, worldwide, against accidental death or dismemberment while on official University business. Note that international travel to areas on the United States Department of State's Travel Warning list requires prior written approval from the Chancellor or appropriate designee.

Employees who regularly use a private vehicle on University business must maintain adequate insurance coverage. The levels are defined in the *Travel Procedures and Regulations*. Rental vehicles should be obtained from agencies with which the University has contracts because insurance coverage is provided.

Additional Insurance











The *Travel Procedures and Regulations* contains additional insurance information regarding

- privately owned aircraft and boats,
- loss of personal property and baggage, and
- emergencies occurring while in travel status.

Procedures: Reimbursement for Travel Expenses







Now that we've covered what types of expenses and travel are reimbursable, let's look at the responsibilities of each party in the reimbursement process. The new *Travel Policy* shifts more responsibility to the authorized approver rather than placing it with the travel reimbursement office. So if you are the approver, be aware that it's more important than ever to be very familiar with the rules of reimbursement.

Responsibilities of the Traveler

-  Complete an official travel expense claim within 30 days of the end of a trip. If you are in long-term travel status, you must submit claims at least quarterly. Obtain claim form from the campus travel reimbursement office.
-  Note the purpose of the trip on the claim form.
-  Provide the start and end times of the trip and any personal travel that is included.
-  List each expenditure by date and location.
-  If meals and incidentals exceed the daily allowance, you need to reduce the amount accordingly.
-  Total all of the expenditures related to your travel and provide accounting information (fund, account, department code) to allow for accurate posting to the accounting records.
-  Attach all receipts for any expense of \$25 or more (if not a *per diem* item) or a written explanation of why the receipt is not available. Note that campus requirements may be more stringent.
-  Attach pre-travel approval documentation.
-  Sign the claim as verification that the expenses were incurred.
-  Submit the completed claim and documentation to the authorized approver.



Responsibilities of the Authorized Approver

-  Confirm that the pre-travel approval form is attached.
-  Verify that the dates and purpose of travel noted are accurate.
-  Confirm that all expenses claimed are reasonable and appropriate, include the correct rates for reimbursement, and are supported by receipts when required by policy.
-  Ensure the accuracy of the calculation totals and account coding.
-  Sign the claim form to verify that all of the above information meets your approval and is eligible for reimbursement.
-  Forward the travel claim and documentation to the campus travel reimbursement office



Responsibilities of the Reimbursement Processor

The last office to handle the travel claim relies heavily on the verification of the authorized approver as to the appropriateness of the travel expense and the accompanying documentation. Unless the travel claim is incomplete and must be returned, this is the final step before a reimbursement payment is made.

- \$** Review the submitted claim to ensure proper authorization according to the current delegation of authority records.
- \$** Check to make sure all required receipts or explanatory letters for missing receipts are included.
- \$** Verify and deduct any outstanding advances or pre-payments.
- \$** Process reimbursement and apply charges to accounting records.
- \$** Retain the travel claim for audit review according to the records retention schedule.



Handling Questions

If you have questions about the California State University *Travel Policy* or the *Travel Procedures and Regulations*, please contact Lauri Reilly, Accounts Payable Manager, Financial Services, Office of the Chancellor, at lreilly@calstate.edu or (562) 951-4534.

If you have questions about your campus processing, delegations of authority, and forms associated with travel, please contact your campus travel reimbursement office.

Information current as of April 2011.