



CSU Bakersfield

Business and Administrative Services

University Police Department

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To: UPD

From: Marty Williamson

Date: September 18, 2018

Subj: Travel Claims-Per Diem Reimbursements

Directive 18-5

During our normal police operations, we have staff attending training or other events that are entitled to reimbursements of their costs. The state will reimburse actual costs for most of the expenses incurred for an employee.

To allow for the most efficient and timely submittal, approval and reimbursement, all UPD staff are required to submit meal receipts, hotel receipts, parking receipts, and any other receipt that is being requested to be reimbursed. Please attach any receipt to your original travel claim to Lisa for my approval and submission.

We have found using this process that the submittal time and reimbursement time is shorter, therefore the staff get their checks quicker.

Keep in mind, itemized receipts are required, credit card receipts with general charges are not acceptable. This may require you to ask for itemized receipts.

If you have any questions please ask Lisa, as she is our SME in this area and works closely Travel Coordinator in Accounting.

Please ask if you have any questions or concerns.

Original email from May 20, 2018.