New Travel Policy Changes
Effective January 1, 2014

Sally Shaff
Travel Coordinator
Travel Policy Highlights

The CSU Travel Policy applies to all travel which will be paid for by the CSUB for employees, students, visiting scholars, candidates and others. Any funds used for travel reimbursement must be:

- Appropriately used and properly authorized.
- For a documented business purpose,
- Substantiated by applicable receipts,
- Correctly processed for payment, and
- Compliant with all applicable regulations and agreements.
- Grant terms, if restrictive, takes precedence over travel policy.
Travel Policy Highlights

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

All expenses must be approved by an authorized administrator, an individual given that authority by the delegation of authority process.

Travelers should keep in mind that these are public funds, and travelers are representing CSUB.

Some travel reimbursements may be taxable to the traveler, so be informed.
Travel Policy Highlights: Before and During Travel

Approval to Travel: All reimbursable travel must be approved prior to departure by the appropriate administrator. Pre-approval may be documented by an approved charge request or Travel Authorization Request form.

Making reservations: Travelers are expected to use CSUB preferred vendors and CSUB negotiated terms and conditions whenever possible.

Getting to another location and while there: Employees are expected to behave in an ethical and responsible manner and minimize risk to themselves and to the University.
Travel Policy Highlights Expenses

Travel related expenses:

- Travel expenses directly related to official university business are reimbursable. Receipts required for expenses of $25 or more.

- Reimbursable allowances for meals and lodging will vary by type of travel, length of stay and location.

- Travelers may alter travel for personal convenience if there is no additional cost to the University or loss of productivity. Must submit proof of cost in both directions.
Methods of Travel Payments

How do you pay for CSU travel?

**Charge Requests:** Some rental cars, airfare and local lodging can be directly billed to the University.

**Corporate Cards (AMEX):** CSUB employees may apply for a corporate card if they will be traveling on a regular basis.

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

Travel Advances....

- Travel advances must be issued 30 days before the trip. If expenses were incurred less than 30 days prior to trip, the traveler must wait to submit a travel claim to be reimbursed.

- Employees may be reimbursed for out-of-pocket costs that have been incurred via a travel advance request form, examples include conference fees and airfare. Advances cannot be issued for meals.

- A traveler should have no more than one outstanding advance at a time.

- If a trip is cancelled, postponed or employment ceases the advance must be returned immediately.
Transportation Procedures

Traveling by Private Automobile....

Mileage costs for a private vehicle will ordinarily be reimbursed based on miles from the traveler’s work location to the destination. Mileage rate will decrease from $0.565 per mile to $0.56 cents as of Jan. 1, 2014.

For travel without an overnight stay (local conference, training, etc.) reimbursement will be made for mileage costs from the work location or home, whichever is less.

Per mile reimbursement costs will be adjusted annually.

Travelers are responsible for maintaining appropriate liability insurance if using a private vehicle.
Lodging, Meals and Incidentals

Subsistence expenses consist of lodging, meals and incidental expenses.

Incidentals may include tips and fees for baggage carriers, housekeeping, etc., that are customary in travel and not included on other bills.

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*.
Lodging Procedures

Travelers may be reimbursed for lodging expenses when traveling on business 25 or more miles (one way) from their work location or residence, whichever is closer to the destination.

Whenever possible, University employees should request occupancy tax waivers and/or the government rate.

All hotel folios should show a zero dollar balance with last four digits of the credit card number.
Meal Reimbursements

Less than 12 hours:
- **Breakfast** – Reimburse if travel begins 2hrs before regular work hours (reportable as income).
- **Lunch** – Not reimbursable.
- **Dinner** – Reimburse if traveled 2 hours after regular work (reportable as income).

Less than 24 hours with overnight stay:
- **Breakfast** – Reimbursable (2\(^{nd}\) day only)
- **Lunch** – Reimbursable
- **Dinner** – Reimbursable

More than 24 hours:
- Reimbursement will vary based on type of travel
Types of Travel

When traveling for more than 24 hours, travel related expenses are categorized by type:

– Travel within the continuous 48 US States
– Travel to Hawaii, Alaska, or other US possessions
– International Travel
# Lodging, Meals and Incidentals

## Continental U.S. Travel:

<table>
<thead>
<tr>
<th></th>
<th>Less than 30 days with an overnight stay</th>
<th>30 days or More</th>
<th>In Excess of One Year</th>
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<tbody>
<tr>
<td><strong>Lodging</strong></td>
<td>Actual Lodging costs; detailed receipt required. Folio must show zero balance and last 4 digits of the credit card number. Maximum rate for in-state Lodging is $175 per night, excluding taxes.</td>
<td>Federal Per diem rates based on location. No receipts required.</td>
<td>Per diem (up to 150% of 30 day per diem for tax gross-up) No receipts req’d</td>
</tr>
<tr>
<td><strong>Meals</strong></td>
<td>Actual meal expenses up to $55/day. Receipts req’d for expenses of $25 or more.</td>
<td>Federal Per diem rates based on location. No receipts required</td>
<td>Same as above.</td>
</tr>
<tr>
<td><strong>Incidentals</strong></td>
<td>$7 per 24 hours; no receipts required.</td>
<td>Federal Per diem rates based on location. No receipts required</td>
<td>Same as above.</td>
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# Lodging, Meals and Incidentals

## Alaska, Hawaii and U.S. Possessions:

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<tr>
<td><strong>Lodging</strong></td>
<td>Actual Lodging costs; detailed receipt required. Hotel folio must show zero balance and last 4 digits of the credit card number.</td>
<td>Per diem determined by Auth. Approver, up to 100% of Federal Per Diem for the location. No receipts req’d.</td>
<td>Per diem (up to 150% of 30 day per diem for tax gross-up) No receipts req’d.</td>
</tr>
<tr>
<td><strong>Meals</strong></td>
<td>Federal Per diem for specific location; no receipts required.</td>
<td>Same as above.</td>
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# Lodging, Meals and Incidentals

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Federal Per Diem Rates

The Federal Per Diem rates are updated regularly by the Federal Department of Defense.

www.defensetravel.dod.mil/site/perdiemCalc.cfm
Special Situations

Special Traveler Situations:

CSUB will reimburse travel expenses under certain conditions for the following:

- Faculty members on sabbatical leave
- School site teacher candidate supervisors
- Visiting academic appointees
- Students performing business for CSUB or participating in educational related activities (i.e., supporting research, attending conferences, presenting papers, etc.)
Special Situations

Non-University Travelers:
CSUB will also reimburse travel expenses for the following travelers given a bona fide business purpose and if all regulations are followed:

• Prospective employees
• Independent contractors and consultants
• Foreign visiting scholars
• Spouse/registered domestic partners
• Witnesses for Litigation Matters

As usual, review of the Travel Procedures prior to making arrangements is strongly recommended.
Insurance Procedures

Insurance Coverage and Requirements:

• Employees are routinely covered 24 hours a day, worldwide against accidental death or dismemberment while on official CSUB business.
  
  (Note: International travel to areas on the State Dept.’s Travel Warning list requires prior written approval from the Chancellor or appropriate designee.)

• Employees regularly using a private vehicle on University business must maintain adequate insurance coverage.

• Rental vehicles should be obtained from agencies with which the University has contracts which include insurance coverage.
Reimbursements Procedures

• Complete an official travel expense claim **within 30 days of the end of a trip.**
• Note the purpose of the trip on the claim.
• Indicate the start and end times of the trip and any personal travel that is included.
• List each expenditure by date and location.
• Total all expenditures and provide appropriate chartfield information (account, fund, dept, program, project, etc.)
• 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. Also attach pre-travel approval documentation.
• Sign the claim as verification that the expenses were incurred.
Reimbursement Procedures

Authorized Administrator’s Responsibilities:

Prior to signing the travel claim, an authorized administrator must:

- Confirm pre-authorization is attached
- Verify that the dates and purpose of travel noted are accurate
- Confirm that all expenses claimed are reasonable, appropriate and supported by required receipts

Once signed by the administrator, the travel claim, with all appropriate documentation, is then forwarded to Accounts Payable.
Reimbursement Procedures

Processing a reimbursement...

The Travel Reimbursement Office will:

✓ Review the submitted claim to ensure proper authorization and approval by an administrator,
✓ Ensure that receipts are included (or the written explanation of why a receipt is missing), and
✓ Verify pre-paid expenses or advances are deducted to close any outstanding advances

If travel claim is complete, reimbursement will be processed within 10 business days and the amounts recorded in the accounting records.

If any information is missing, the claim will be returned to the department. Ten-day processing time will not begin until the claim is complete.
Travel Policy References

CSU Policy on Travel Procedures and Regulations

Questions?
Contact Sally Shaff at ext. 6207
sshaff@csub.edu