

TRAVEL MATRIX

Revisions to CO Travel Policy and Procedures (effective December 1, 2014)

	Old Policy	New Policy	Campus Impact
1	<p>SCOPE - page 4 and 5 Section II</p>	<p>SCOPE - page 5 Section II <i>Added the following sentence in paragraph 2:</i> These procedures are neither intended to nor shall be interpreted in any manner that would diminish the rights of employees under a settlement agreement.</p>	<p>Adds verbiage to the CSUF Travel Policy regarding the rights of employees under a settlement agreement.</p>
2a	<p>CASH ADVANCES / Recovery Procedures - page 9 Section III.C.4.</p> <p>Sixty days after a trip is expected to be completed, the Accounting Office should initiate proceedings for the recovery of any outstanding cash advances. Any advances that cannot be recovered from the traveler shall be charged to the account indicated on the Travel Advance Request or Check Request forms or as designated by the accounting office.</p>	<p>CASH ADVANCES / Recovery Procedures - page 9 Section III.C.4.</p> <p><i>Changed from 60 days to 30 days:</i> Thirty days after a trip is expected to be completed, the Accounting Office should initiate proceedings for the recovery of any outstanding cash advances. Recovery procedures may include reminder letters and notification to the appropriate Administrator.</p>	<p>Employee must settle cash advance within thirty days after a trip. Unrecovered advances will be W-2 reportable - additional income to employee.</p>
2b	<p>CASH ADVANCES / Recovery Procedures - page 9 Section III.C.4.</p>	<p>CASH ADVANCES / Recovery Procedures - page 9 Section III.C.4.</p> <p><i>Added:</i> If an employee fails to substantiate expenses and return any unused travel cash advance amounts within 120 days of the end of a trip, the University is obligated under IRS regulations to consider such amounts as income to the employee, regardless of the amount.</p>	<p>Employee receiving a cash advance must substantiate expenses within 30 days after a trip. Regardless of the amount, IRS regulations require the University to consider unsubstantiated expenses and unreturned unused travel cash advances (within 120 days of the end of a trip) as income to the employee; therefore prohibits recovery of travel advances by payroll deductions.</p>
3	<p>AUTOMOBILE - page 14, 15, and 16 Section IV.C.</p> <p>Preferred order of use: 1) private vehicle 2) rental car 3) campus vehicle</p>	<p>AUTOMOBILE - page 14, 15, and 16 Section IV.C.</p> <p><i>Change in preferred order of use:</i> 1) campus vehicle 2) rental car 3) private vehicle</p>	<p>CSUF no longer has a motor pool. Travelers should make certain that the business related expenses they incur are ordinary, reasonable, not extravagant, and necessary for the purpose of the trip.</p>
4	<p>RENTAL CARS / Direct Billing (Payment Options) - page 15 and 16 Section IV.C.3.b.</p> <p>Personal credit card is not an authorized form of payment.</p>	<p>RENTAL CARS / Payment Options - page 14 Section IV.C.2.d.</p> <p><i>Added:</i> Personal credit cards as a recognized form of payment for rental car contracts with Enterprise and National.</p>	<p>Effective 2009, CSUF contract with Enterprise allows personal credit cards as a recognized form of payment</p>
5	<p>AUTOMOBILE / Allowable Mileage Expense - page 14 Section IV.C.1.</p> <p>Mileage between the traveler's residence and normal work location (commuting expense) shall not be allowed.</p>	<p>AUTOMOBILE / Allowable Mileage Expense - page 15 Section IV.3.b.</p> <p><i>Deleted:</i> Mileage between the traveler's residence and normal work location (commuting expense) shall not be allowed.</p> <p>Commute expenses are under Human Resources authority and are NOT travel expenses.</p>	<p>Revise CSUF Travel Policy: Commute expenses are under Human Resources authority and are NOT travel expenses.</p> <p>Questions: Contact Ramon Knox in HR at ext. 4089.</p>

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6	<p>REPORTING TRAVEL EXPENSES / Certification of Travel Expenses - page 32 Section IX.C.</p>	<p>REPORTING TRAVEL EXPENSES / Certification of Travel Expenses - page 30 Section IX.C. <i>Added:</i> Use of electronic or digital signatures is at the option of an individual campus or the Chancellor's Office provided they conform to the terms set forth in ICSUAM Policy 8100.0, Electronic and Digital Signatures.</p>	<p>CSUF has options for digital signatures in the future.</p>
7	<p>SCOPE / Reimbursement Standards - page 5 Section II.C.</p>	<p>SCOPE / Reimbursement Standards - page 6 Section II.C. <i>Added:</i> Payment of travel costs for CSU employees by another party may constitute a conflict of interest. The Conflict of Interest Handbook prepared by the Office of General Counsel provides additional information and may be found at: http://www.calstate.edu/HRAdm/Policies/coi.shtml</p>	<p>Adds verbiage to the CSUF Travel Policy regarding potential conflict of interest on payments of employee travel costs by another party.</p>
8	<p>SUBSISTENCE EXPENSES - page 18 Section V.A.</p>	<p>SUBSISTENCE EXPENSES / Maximum Limits for Reimbursing the Costs of Lodging - page 18 Section V.A.1. <i>Added:</i> The in-state and out-of-state per night lodging rate for Campus and Chancellor's Office employees may be found in Appendix D. Expenditures above the cap are the responsibility of the traveler unless a documented exception is pre-approved.</p>	<p>Effective March 2013, CSUF Travel Policy and Travel Request form were updated. The Travel Request form includes: "Certification and Approver Signature authorizing lodging in excess of \$175 per night."</p>
9	<p>UNIVERSITY TRAVELERS - page 22 and 23 Section VII.A.</p>	<p>EMPLOYEE TRAVELERS / Athletic Coaches (ASI) - PAGE 21 Section VII A.3. <i>Added:</i> Travel expenses incurred by Athletic Department personnel, including coaches, for the purpose of recruiting will be reimbursed in accordance with these procedures. These employees are responsible for compliance with pertinent NCAA and conference rules regarding student recruits.</p>	<p>Athletic travel is processed through ASI.</p>
10	<p>UNIVERSITY TRAVELERS / Post-Docs and Other Non-degree Candidates - Page 24 Section VII.A.5. Post-Doctoral fellows may be reimbursed for travel expenses if there is a University business-related reason for the travel, e.g., the individual is required to present a paper, deliver a speech or lecture, serve on a panel, etc., as an official representative of the University.</p>	<p>EMPLOYEE TRAVELERS / Post Doctorates - Page 22 Section VII.A.5. <i>Added:</i> Post-Doctoral fellows, if employed by the university, may be reimbursed for travel expenses if there is a University business-related reason for travel, e.g., the individual is required to present a paper, deliver a speech or lecture, serve on a panel, etc. as an official representative of the University.</p>	<p>Adds verbiage to CSUF travel policy regarding post-doctorate fellows employed by the university.</p>

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11	<p>TRAVEL TO ALASKA, HAWAII OR THE U.S. POSSESSIONS - page 35 and 36 Section XII.</p>	<p>TRAVEL TO ALASKA, HAWAII OR THE U.S POSSESSIONS / Adjustment for Meals Provided Without Charge - page 33 and 34 Section VII.D.</p> <p><i>Added New Section:</i> "Adjustment for Meals Provided Without Charge"</p> <p>When meal expenses are paid directly by the University, are reimbursed as entertainment expenses, or are otherwise furnished to the traveler without charge (e.g. conferences, professional meetings, etc.), the maximum per diem rate authorized for Alaska and Hawaii travel must be adjusted.</p> <p>If a meal is provided, the meals and incidentals rate must be reduced by the value of the furnished meal. If the actual value of the meal is not known, the traveler may provide an estimated cost. A breakdown by meal is available for every per diem amount at: http://aoprals.state.gov/content.asp?content_id=114&menu_id=81</p>	<p>Add to CSUF travel policy.</p> <p>If a meal is provided, the meals and incidentals rate for Alaska and Hawaii must be reduced by the value of the furnished meal. If the actual value of the meal is not known, the traveler may provide an estimated cost. A breakdown by meal is available for every per diem amount at: http://aoprals.state.gov/content.asp?content_id=114&menu_id=81</p>
12	<p>MILEAGE REIMBURSEMENT RATES FOR PRIVATE VEHICLES - page 45 Appendix B</p>	<p>MILEAGE REIMBURSEMENT RATES FOR PRIVATE VEHICLES - page 42 Appendix B</p> <p>Effective January 1, 2014, standard rate for automobile is \$0.56 per mile and the standard rate for move/relocation is \$0.23 per mile.</p>	<p>Effective January 1, 2014, CSUF Travel Policy and Travel Expense Claim forms were revised with the new mileage rates.</p>
13	<p>TRANSPORATION EXPENSES / Surface Transportation Used in Lieu of Air Travel - page 11 Section IV.A.5.</p>	<p>TRANSPORATION EXPENSES / Surface Transportation Used in Lieu of Air Travel - page 11 Section IV.A.5.</p> <p>Such costs, however, shall not exceed the cost of airfare, based on the lower of the regular coach fare available for the location of travel from a standard commercial air carrier, plus transportation costs to and from the terminals.</p> <p>Documentation demonstrating the cost of regular coach in effect at the time of travel should be included with the travel claim form.</p>	<p>Adds verbiage to CSUF Travel Policy regarding the use of surface transportation in lieu of air travel.</p>
14	<p>AUTOMOBILE / Miscellaneous Automobile-related Expenses - page 16 Section IV.C.5. Allowable Mileage Expense</p> <p>Valet parking charges in excess of normal parking charges shall be borne by the traveler, unless the traveler obtains an exception.</p>	<p>AUTOMOBILE / Miscellaneous Automobile-related Expenses - page 16 Section IV.C.4. Allowable Mileage Expense</p> <p><i>Deleted:</i></p> <p>Valet parking charges in excess of normal parking charges shall be borne by the traveler, unless the traveler obtains an exception.</p>	<p>Change verbiage in CSUF Travel Policy.</p>
15	<p>MISCELLANEOUS TRAVEL EXPENSES / Tips - page 21 Section VI.A.</p> <p>Meal tips are reimbursed as part of the meal expense; taxi tips are reimbursed as part of the taxi expense; valet tips (if exception is granted) are reimbursed as part of the parking fee.</p>	<p>MISCELLANEOUS TRAVEL EXPENSES / Tips - page 20 Section VI.A.</p> <p>Meal tips are reimbursed as part of the meal expense; taxi tips are reimbursed as part of the taxi expense; valet tips are reimbursed as part of the parking fee.</p>	<p>Change verbiage in CSUF Travel Policy.</p>