This document serves as a reminder of the responsibilities associated with the administration of Official University Business Travel.

CSU Travel Procedures were developed to provide direction to CSU business travelers, approvers, and payment processors for travel conducted on behalf of the California State University. CSU Travel policy Section II D, Responsibilities, outlines the expectations for each of these groups as follows:

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Description of Responsibilities</th>
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</thead>
<tbody>
<tr>
<td><strong>Traveler</strong></td>
<td>a. Submitting travel claims within 30 days from the return of the trip.</td>
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<td></td>
<td>b. Providing the business purpose and inclusive dates of each trip.</td>
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<td>c. Certifying he/she:</td>
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<td>o Received authorization to travel.</td>
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<td></td>
<td>o Traveled on official business.</td>
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<td>o Actually spent the amount for listed expenses.</td>
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<td>o Has verified that the amount due is accurate.</td>
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<td></td>
<td>d. Returning to the University within 30 days, any reimbursement or payment issued by the University which subsequently results in a refund to the individual.</td>
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<td></td>
<td>a. Ensuring expenses charged to his/her accounts are supported by sufficient funds and ensuring appropriateness of use of funds.</td>
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<td></td>
<td>b. Ensuring expenses requested are ordinary, reasonable, not extravagant, necessary, and supported by a business purpose or justification, as appropriate.</td>
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<td></td>
<td>c. Validating, to the extent possible, that the expenses listed were actually incurred by the employee and that appropriate supporting documentation is attached.</td>
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<td>d. Reviewing and approving the business purpose and ensuring the request is in compliance with any applicable sponsored project/grant requirements.</td>
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<td></td>
<td>e. Approving/denying payment of the travel claim in a timely manner.</td>
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<td></td>
<td>f. Denying expenses not directly related to official University business.</td>
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</tbody>
</table>

*NOTE: Exceptions to the Travel Policy must be noted in the “Remark” section 16 on the travel expense claim and requires a justification memo signed by the Division VP and President (must attach to travel expense claim).*
RESPONSIBILITIES ASSOCIATED WITH THE ADMINISTRATION OF
OFFICIAL UNIVERSITY BUSINESS TRAVEL

Per CSU Travel policy, to be considered Official University Business Travel at least one of the following criteria must apply:

- A trip is certified by the President or designees 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.

References
CSU Travel Policy – ICSUAM 3601.01
http://www.calstate.edu/icsuam/sections/3000/3601.01.shtml

CSU Travel Procedures

Campus Travel Operations
http://finance.fullerton.edu/controller/travel/

Training on Campus Travel Procedures
Introduction to Campus Travel Procedures (UBI)
http://hr.fullerton.edu/professionaldevelopment/UBI/Calendar/SessionAbstract.aspx?MainCategory=Financial%20Resource%20Management

Refresher for Campus Travel Procedures (UBI)
http://hr.fullerton.edu/professionaldevelopment/UBI/Calendar/SessionAbstract.aspx?MainCategory=Financial%20Resource%20Management

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