TRAVEL MATRIX ADDENDUM
Clarification of Responsibilities

1. **Traveler Responsibility**
   Individuals traveling on official University business must familiarize themselves with and adhere to the CSU Travel Policy. Travelers must ensure they have documented authorization to travel prior to embarking on the trip and/or prior to making non-cancellable travel arrangements. Travelers should make certain that the business related expenses they incur are ordinary, reasonable, not extravagant, and necessary for the purpose of the trip.

   The person due the reimbursement for travel costs incurred is responsible for:
   a. Submitting travel claims **within 30 days** from the return of the trip.
   b. Providing the business purpose and inclusive dates of each trip.
   c. Certifying he/she:
      - Received authorization to travel.
      - Traveled on official business.
      - Actually spent the amount for listed expenses.
      - Has verified that the amount due is accurate.
      - Has not and will not seek reimbursement for (1) a duplicate claim or (2) from any other source.
   d. Returning to the University with 30 days, any reimbursement or payment issued by the University which subsequently results in a refund to the individual.

2. **Approving Authority Responsibility**
   The approving authority designated to approve travel claims ensures all expenses are reasonable in terms of price, purpose, and necessity.

   The approving authority is responsible for:
   a. Ensuring expenses charged to his/her accounts are supported by sufficient funds and ensuring appropriateness of use of funds.
   b. Ensuring expenses requested are ordinary, reasonable, not extravagant, necessary, and supported by a business purpose or justification, as appropriate.
   c. Validating, to the extent possible, that the expenses listed were actually incurred by the employee and that appropriate supporting documentation is attached.
   d. Reviewing and approving the business purpose and ensuring the request is in compliance with any applicable sponsored project/grant requirements.
   e. Approving/denying payment of the travel claim in a timely manner.
   f. Denying expenses not directly related to official University business.

3. **Travel Operations Responsibility**
   Travel Operations will perform the following functions:
   a. Review/audit for compliance with policy.
   b. Verify appropriate approver.
   c. Ensure appropriate documentation is submitted.
   d. Process reimbursements and payments.