

Travel Policy and Procedures

Business Travel and Prepayment Request (TR) Travel Expense Claim (TEC)

SUBMIT TRAVEL REQUEST AND REQUIRED DOCUMENTATION

If the traveler is currently employed by CSUF Fullerton (faculty, staff, student employee/job related), a student employee (non-job-related) or a student traveling on University business, **prepare CSUF Travel Request 4 – 6 weeks prior to the departure date** to allow sufficient time to obtain the traveler's signature and required approvals. For **travel to high hazard countries**, submit Travel Request **6 – 8 weeks prior to the departure date**.

Submit approved CSUF Travel Request (**state funded, multiple source funded or zero dollars**) and required documentation (e.g., attach copy of registration form, student travel forms, etc.) to Travel Operations, CP-300 **prior to the travel dates**.

[Streamlined Travel Request and Claim Processing Flow \(Rev. 07-2014\)](http://finance.fullerton.edu/Controller/Travel/StudentTravel.php) 
<http://finance.fullerton.edu/Controller/Travel/StudentTravel.php>

Travel Operations only assigns a document number if the travel expenses will be paid by state funds. Allowable expenses should not be charged to a Procurement Card until Travel Operations assigns a document number.

Travelers should make certain that the business related expenses they incur are ordinary, reasonable, not extravagant, and necessary for the purpose of the trip.

If travel expense(s) paid by the traveler's personal credit card, cash or a University check, **original itemized receipts** showing proof of payment must be attached to the Travel Expense Claim

- All business meals with official University guest
- A receipt for an allowable gift in lieu of lodging when a traveler lodges with a friend or relative while on official University business
- All other single reimbursable expenses costing \$75 or more

If travel expense paid by the Procurement Card, a **copy of the itemized receipt** showing proof of payment must be attached to the Travel Expense Claim and the original itemized receipt must be attached to the Procurement Card statement

- All business meals with official University guest
- A receipt for an allowable gift in lieu of lodging when a traveler lodges with a friend or relative while on official University business
- All other single reimbursable expenses costing \$0 or more

Payment of travel costs for CSUF 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>

The terms of a collective bargaining agreement shall govern when such terms do not conform to the provisions of these procedures. These procedures are neither intended to nor shall be interpreted in any manner that would diminish the rights of employees under a settlement agreement.

The departments, if desired, may adopt more restrictive guidelines and procedures than the CSUF Travel Policy and Procedures.

CSU Travel Ban

Effective January 1, 2017, the CSU is restricted under California law from requiring its employees to travel to any state that has enacted a law that discriminates on the basis of sexual orientation, gender identity, or gender expression. In addition, the CSU is prohibited from approving the use of "state funds" for travel to the following banned states:

- **Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Dakota, Tennessee, Texas**

Effective June 4, 2018, the following state was added to the list of banned states:

- **Oklahoma**

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Questions: contact Steven Yim (x4075) syim@fullerton.edu or Mary Ann Torres (x5735) at mtorres@fullerton.edu

Exceptions

Exceptions must be authorized in writing by the President.

- Exceptions may be granted due to extenuating circumstances and an exception must be documented
- An approved exception will only be reimbursed for actual costs incurred or charged to a Procurement Card, provided such costs are deemed to be ordinary, reasonable, not extravagant, and necessary under the circumstances
- A justification memo signed by the Division Vice President and President must be attached to the Travel Request or Travel Expense Claim

Personal travel combined with University business travel

- When travel on state business is extended for personal reasons, the traveler will only be reimbursed for expenses during the time he/she would have been required to travel were the trip not extended for personal reasons
- When a different method of transportation is used for personal convenience, such as driving instead of flying (refer to #I on page 13), will pay the lesser cost of the two methods
- Traveler must use his/her own personal time if the alternate method is used and required additional time

Travel Related Insurance

For insurance coverage purposes, an official University business trip begins when the traveler leaves his/her residence or normal work location, whichever occurs last, and ends when the traveler returns to his/her residence or normal work location, whichever occurs first.

Contact the **Office of University Risk Management** at (657) 278-4937 regarding insurance, foreign traveler liability insurance, requirements for Driving on University Business, when a privately owned vehicle operated by an employee is damaged by collision or receives other accidental damage (reasonable reimbursement for repairs may be allowed under certain conditions), etc.

Emergencies

In case of emergencies while on travel status, the traveler should first contact emergency responders at their location. The traveler's appropriate administrator and Office of University Risk Management should be informed as soon as possible.

Spouse or registered domestic partner travel

Spouse or registered domestic partner travel expenses *may not* be charged to university funds. Contract and grant funds may only be used to reimburse spouse or registered domestic partner travel if the special provisions of the contract or grant are satisfied. Non-state funds may be used.

The travel expenses of a spouse or registered domestic partner who accompanies a University business traveler (e.g., President, Provost, Vice Presidents, or other employees as approved by the President) are reimbursable under these procedures, provided it can be established that the significant other's presence serves a bona fide University business purpose.

Under IRS regulations, the travel expenses of a spouse or registered domestic partner are not taxable, provided it can be established that his/her presence serves a bona fide business purpose. A spouse or registered domestic partner who attends a function is considered to have a business purpose if he or she has a significant role in the proceedings or makes an important contribution to the success of an event.

If a spouse or registered domestic partner has no significant role in the proceedings, or performs only incidental duties of a social or clerical nature, attendance does not constitute a bona fide business purpose. Such expenses are taxable to the employee and therefore may not be reimbursed under this policy.

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Faculty members on sabbatical leave

Travel expenses for these travelers will be paid, reimbursed, and reported in accordance with the provisions of these procedures.

- Travel expenses incurred by faculty members on sabbatical leave are reimbursable if the travel is undertaken to perform study or research that cannot be done elsewhere
- At the discretion of the department, a faculty member may be reimbursed for additional lodging expenses incurred at the sabbatical location, less any income received by the individual for renting out his/her primary residence
- Sabbatical travel expenses are not reimbursable if the travel is for a personal, recreational, or educational purpose that has no direct relationship to the individual's area of study
- A faculty member who is on sabbatical leave of less than one year is considered to be temporarily away from home and therefore may be reimbursed for reasonable travel expenses incurred at the temporary location, including meals and lodging

Post-Doctorates

Post-Doctoral fellows, if employed by the CSUF, 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).

The department should substantiate the University business purpose on the Travel Expense Claim or provide other documentation, such as a copy of the meeting/conference program.

Student Travel – CSUF student

Refer to the Student Travel Policy and Procedures

<http://finance.fullerton.edu/Controller/Travel/StudentTravel.php>

- CSUF student employee traveling on official University business related to their job
- CSUF student employee traveling on official University business NOT related to their job or approved international travel (including travel to U.S. Possessions)
- CSUF student (currently not employed by the University) traveling on official University business or approved international travel (including travel to U.S. Possessions)

Responsibility – Traveler, Approving Authority, and Travel Operations

Traveler Responsibility

Individuals traveling on official University business must familiarize themselves with and adhere to the CSU Travel Policy and these procedures. 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 60 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

In the event that an employee received reimbursement for travel related expenses and subsequently receives a full or partial refund related to those expenses, the refunded amount must be returned to the University within 30 days of receipt.

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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

Travel Operations

Travel Operations will perform the following functions:

- a. Review/audit for compliance with policy
- b. Verify appropriate approver
- c. Ensure appropriate documentation is submitted

Trip Cancelled / Changed – Expenses Incurred or No Expenses Incurred

Trip Cancelled – Expenses Incurred

If a trip must be cancelled or changed, the travelers must make every effort to cancel/change any travel reservations. Fees incurred as a result of cancelling/changing a trip will be covered if the cancellation/change was work related or due to unforeseen circumstances out of the control of the traveler. *A business justification must be submitted and approved by the approving authority.*

Travelers who are unable to honor a reservation shall be responsible for canceling the reservation in compliance with the cancellation terms established by the hotel, airline, etc. The traveler must return any refundable deposits to the University.

Changes or lost refunds resulting from failure to cancel reservations, registrations, etc. shall not be reimbursed unless the traveler can show that such failure was the result of circumstances beyond the traveler's control.

The traveler shall be responsible for promptly returning for a refund any unused or partially used transportation tickets.

Submit the approved Travel Expense Claim, a business justification must be explained in the remarks section on the claims, and receipt(s) to Travel Operations CP-300.

Trip Cancelled – No Expenses Incurred

If the trip was cancelled and no travel expenses were incurred by the traveler or paid by the University, send an email to travel@fullerton.edu with the following information to **close out the Travel Request**:

- Traveler's name
- Document number
- Brief explanation that the trip was cancelled and no expenses were paid by the University
- Requires additional time, the staff member must use his/her own personal time.



Travel Operations
College Park 300
Email: travel@fullerton.edu

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PREPARING THE BUSINESS TRAVEL AND PREPAYMENT REQUEST

Document Number and Revision

- Document Number (LEAVE BLANK unless this is a Revision and a document number was assigned – TRxxxxxx)
- If Revision, Check Here (check the box if this is a revised Travel Request)

Traveler's Information

- Select one:
 - Faculty / Staff (traveler must be currently employed by CSU Fullerton – state employee)
 - Student Employee (job related)
 - Student Employee (non-job related)
 - Student
- Traveler's Name
- Traveler's Title
- Department Name
- Department ID
- Traveler's CWID (Campus Wide ID number)
- Preparer's Name
- Preparer's Phone No.
- Preparer's Email

Business Trip Details and Prepayment Request

University Business Purpose of Trip

- The business **purpose** of trip for all travel dates is required

Trip Destination (city/state or city/country)

- Trip destination is required (the **name of the city and state** or the **name of the city and country**)

Trip Dates (departure date and return date)

- The **departure date** and **return date** of the trip are required

Is any portion of this travel personal? (Personal travel combined with international business travel may be subject to tax)

Questions regarding the taxability of personal travel combined with international business travel, contact the **University Tax Compliance Manager** at (657) 278-5671.

- Select one:
 - Yes**
 - No**
- **Taxability of personal travel combined with international business travel**
An international trip occurring after August 26, 2016 is considered entirely for business if at least one of the following four exceptions is met:
 - The employee does not have substantial control over arranging the trip
 - Travel outside of the U.S., combining business and personal time, is for a week or less
 - Less than 25% of total time is spent on personal activities
 - Vacation is not a major consideration in planning the trip

List Date(s) and location of personal travel

- All **personal days and locations** of trip are required

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Foreign Travel (Submit travel request 4 – 6 weeks prior to departure date):

Have you obtained the required foreign travel liability insurance from the Office of University Risk Management?

- Select one:

Yes

No

If no, contact: Office of University Risk Management at (657) 278-7346. If country is deemed high hazard; travel will require Chancellor's Office approval. Office of University Risk Management will notify department.

Check the Appropriate Box

- **University Procurement Card (P-card)**
 - If a Procurement Card will be used for travel, check the box
 - Travel document number is required prior to charging travel expenses to a Procurement Card
- **Travel Prepayment (registration fee)**
- **CSU Cash Posting Request (registration fee)**
 - Per the Chancellor's Office, we no longer issue checks for registration fees to the campuses
 - The CSU campus holding the event and collecting the registration fees should prepare and submit the CSU Cash Posting Order Request Form to the Chancellor's Office
 - Check the box CSU Cash Posting Request

Travel Prepayment for Registration Fee (Payable to vendor on the registration form / Attach copy of the registration form):

- Payable To (name of the vendor):
- Amount
- Required Date

A copy of the registration form with the required information (payee, remit address, phone number and amount) must be attached to the Travel Request.

If the vendor does not accept credit cards and/or the vendor is not another CSU campus, a travel prepayment may be requested for the registration fees, fee for an exhibitor table at an event or cost to purchase a table at an event.

For only faculty, staff or student employee (job related), may also include the membership fee if traveling to a conference. An approved Membership Justification Form is not required.

If vendor is not set up in the Accounts Payable system, a completed 204 Form is required.

Department ID and Amount to Be Charged

Fill in the required fields and amount(s) for **State Funds**, **CSUF ASC Funds**, **CSFPF Funds**, or **IRA Funds (ASI)**

If no expenses will be incurred, fill in \$0.00

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State Funds - the required fields are account (6), fund (5), and department (5)

- Account 660848 – amount for Registration / Conference Fee (conference, convention, workshop, training, professional development, etc.)
May also include the **membership fee for only faculty, staff or student employee (job related)** if traveling to a conference
- Account 606001 – In-State Travel (excluding registration / conference fee)
- Account 606002 – Out-of-State Travel (excluding registration / conference fee)
- Account 606802 – International Travel (excluding registration / conference fee)
- Account 600836 – Travel-Table & Tickets
- Account 660840 – Employee in-state and out-of-state travel expenses for faculty recruitment while on approved travel
- Account 660842 – Employee interview meal expenses for faculty recruitment while on approved travel

State Funds - the optional fields are program (4), class (5), and project (8)

Total Estimated Expenses (U.S. dollars)

- Amount is calculated

Authorized Amount Not to Exceed (optional)

- If a Department does not wish to exceed a maximum amount, fill in the maximum amount

Travel Expenses

Expenses must be ordinary, reasonable, not extravagant, and necessary to accomplish the official business purpose of the trip.

Indefinite assignments that exceed one year

Under the IRS one-year rule, travel away from home that lasts more than one year in a single work location is considered indefinite. Any related travel expenses reimbursed during that period must be treated as taxable income subject to withholding for income and employment taxes (e.g., social security and Medicare).

Traveler will not be reimbursed for coupons and non-cash certificates used for the purchase of airline tickets, rental car, lodging, etc. (e.g., frequent flyer miles, coupons, certificates from reward or honor points, etc.).

Subsistence expenses consist of lodging, meals and incidental expenses.

The applicability for 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).

A. Lodging - room rate plus applicable taxes only (excluding cleaning fees, Airbnb service fee, etc.)

Maximum Limits for Cost of Lodging (in-state, out-of-state, Alaska, Hawaii, and US Possessions)

- The CSU maximum lodging rate is \$275 per night, excluding taxes (this rate is effective for business travel occurring on or after November 1, 2015)
- Costs in excess of this amount must be **pre-approved** by a campus Vice President or Designee in accordance with the campus approval process, and must include the business purpose for the necessity to stay within certain facilities

Travel Packages

- Each aspect of the travel package must be **separately itemized on the receipt** (e.g., itemized hotel charges, airfare, rental car, shuttle, etc.) for reimbursement or allowable Procurement Card charge
- No business-related travel should be booked through a vendor unless the traveler has confirmed with the vendor that each aspect of the package will be separately itemized on the receipt

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Lodging expenses are not allowed within 25 miles of the traveler's headquarters or traveler's residence

- A traveler may secure lodging when traveling on business more than 25 miles (one way) from their headquarters or residence, whichever is closer

Exceptions: Lodging expense is allowed within 25 miles of the traveler's residence for a CSUF division retreat or a written justification letter signed by the Division Vice President and President must be attached to the Travel Request or Travel Expense Claim.

The traveler should ask the hotel to provide verification of single room cost if he/she takes a companion (reimbursement is at the single room rate).

Personal expenses such as in-room movies, room service, personal phone calls, and in room mini bar must be paid for with personal funds and these expenses may not be charged to a Procurement Card.

California City and County Transient Occupancy Taxes Exemption

- In some California cities and counties, employees traveling on official business are granted an exception from the payment of occupancy taxes imposed by these cities or counties on the transient rental of rooms
- Travelers should identify themselves as University employees to claim exception from the tax upon arrival at the hotel/motel and submit a completed Hotel/Motel Transient Occupancy Tax Waiver (STD. 236) http://finance.fullerton.edu/documents/controller/travel/forms/hotel_tax_waiver_may2004.pdf
- The option to grant the exemption is at the discretion of the hotel/motel

Lodging – travel less than 30 days

- **48 contiguous states, Alaska, Hawaii and U.S. Possessions**
 - Overnight travel within the 48 contiguous states, Alaska, Hawaii and U.S. Possessions will be reimbursed according to actual expenses as supported by original itemized receipts
- **International destinations**
 - Lodging in international destination will be reimbursed in accordance with the Federal Maximum Travel Per Diem Allowances for Foreign Areas published by the U.S. Department of Defense http://aoprals.state.gov/web920/per_diem.asp and receipts will not be required

Lodging – travel less than 30 days (non-commercial facilities)

- When non-commercial facilities such as cabins, house trailers, vans, field camping equipment, or other such facilities are used, the traveler shall be reimbursed a daily amount based on an estimate of actual expenses up to 100% of the applicable federal per diem lodging rate for the appropriate geographic area

Lodging – travel 30 days or more

- Maximum lodging per diem determined by Authorized Approver cannot exceed the Federal Per Diem for area (no receipts required)

Lodging – travel in excess of one year

- Per Diem up to 150% of 30 days per diem (no receipts required)

Lodging with a friend or relative

- When a traveler lodges with a friend or relative while on official University business (in lieu of lodging), a non-cash gift, such as flowers, a plant, groceries, or a restaurant meal, may be provided to the host (only one reimbursable gift per trip may be provided to a host)
- The actual cost of such a gift may be reimbursed up to \$75 on a per trip basis
- Itemized receipt must be provided for gift
- No alcohol, cash or gift cards allowed

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B. Meals (excluding alcohol and tobacco)

Meal expenses are not allowed within 25 miles of the traveler's headquarters or traveler's residence. Also, there is no reimbursement for meals if travel is less than 24 hours without an overnight stay.

If a registration or other fee for a conference, convention, symposium, training, workshop, business meeting, etc. includes meals (excluding continental breakfast), claims for meal expenses also may not be submitted.

- In the event the traveler must forgo the provided meal for health reasons, **an original itemized receipt must be submitted for the meal that was purchased in lieu of the provided meal**
- An explanation from the traveler for the purchase must be attached to the Travel Expense Claim
- The amount claimed for the purchased meal must not exceed the maximum meal reimbursement amount

Travelers must pay for their own meals with personal funds (cash or personal credit card) while on University-related travel.

Travelers **MAY NOT** charge their meals to a Procurement Card.

If meals are charged to a Procurement Card by mistake, the traveler must repay the University for a Disallowed Expense charged to a Procurement Card

- To reimburse the University at the CSUF Cashier located in UH-180, complete a Reimbursement or Deposit to University Account form. <http://finance.fullerton.edu/documents/controller/accountspayable/forms/ReimbOrDepToUnivAcct.xlsx>
- Submit the completed Reimbursement or Deposit to University Account form and a personal check to the Cashier
- Obtain an original receipt from the Cashier
- A copy of the receipt must be attached to the Travel Expense Claim and the original receipt must be attached to the Procurement Card statement

Meals – travel less than 24 hours without an overnight stay (contiguous 48 states)

- No reimbursement for meals
- Except POST Training – Commuter Lunch Meal Reimbursement per the POST Administrative Manual
 - POST Training – the amount allowed for the Commuter Lunch Meal Reimbursement per the POST Administrative Manual is **reportable and taxable**
 - POST does not reimburse for Commuter Lunch for a one-day course

Meals – travel less than 24 hours and includes an overnight stay that is supported by a lodging receipt (contiguous 48 states)

- **Actual meal expenses** incurred may be claimed only if the travel is greater than 25 miles from the traveler's headquarters or residence and the total amount for meals claimed per day must not exceed the \$55 per day limit
- Expenses incurred for meals that were included with registration or other fees will not be reimbursed (unless there is a valid health reason - an original itemized receipt must be submitted for the meal that was purchased in lieu of the provided meal, an explanation from the traveler for the purchase must be attached to the Travel Expense Claim, and the amount claimed for the purchased meal must not exceed the maximum meal reimbursement amount)
- No per diem for meals
- Per meal limits (\$10, \$15, \$25) no longer applicable

Meals – travel greater than 24 hours (contiguous 48 states)

- **Actual meal expenses** incurred may be claimed only if the travel is greater than 25 miles from the traveler's headquarters or residence and the total amount for meals claimed per day must not exceed the \$55 per day limit
- Expenses incurred for meals that were included with registration or other fees will not be reimbursed (unless there is a valid health reason - an original itemized receipt must be submitted for the meal that was purchased in lieu of the provided meal, an explanation from the traveler for the purchase must be attached to the Travel Expense Claim, and the amount claimed for the purchased meal must not exceed the maximum meal reimbursement amount)
- No per diem for meals
- Per meal limits (\$10, \$15, \$25) no longer applicable

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Meals (Alaska, Hawaii, and U.S. Possessions)

- Travelers may claim a meal per diem for the destination of travel
- Rates (Local Meals for a location) are set by the Department of Defense
- Link: <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
- Partial days are pro-rated according to duration spent in location. For partial days, hours should be rounded to the nearest quarter day as follows:
 - 3 hours up to nine 9 hours equals ¼ day or 25% (of the Local Meals Rate)
 - 9 hours up to 15 hours equals ½ day or 50% (of the Local Meals Rate)
 - 15 hours up to 21 hours equals ¾ day or 75% (of the Local Meals Rate)
 - 21 hours up to 24 hours equals 1 day or 100% (of the Local Meals Rate)
- If a meal is provided, the Local Meals 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
- A copy of the Local Meals Rate for that location (including calculations for partial days and deductions from the Meal Allowance) must be attached to the Travel Expense Claim
- Receipts are not required

Meals (international)

- Travelers may claim a meal per diem for the destination of travel
- M & IE (meal and incidentals for a location) are maintained by the US Department of State
- Link: http://aoprals.state.gov/web920/per_diem.asp
- Partial days are pro-rated according to duration spent in location. For partial days, hours should be rounded to the nearest quarter day as follows:
 - Three (3 hours up to 9 hours equals ¼ day or 25% (of the Meal Allowance Rate)
 - 9 hours up to 15 hours equals ½ day or 50% (of the Meal Allowance Rate)
 - 15 hours up to 21 hours equals ¾ day or 75% (of the Meal Allowance Rate)
 - 21 hours up to 24 hours equals 1 day or 100%
- If a meal is provided, the M & IE 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
- A copy of the Foreign Per Diem Rates (including calculations for partial days and deductions from the Meal Allowance) must be attached to the Travel Expense Claim
- Receipts are not required

C. Incidentals

An incidental expense includes **fees and tips** given to porters, baggage carriers, bellhops, hotel housekeepers, etc.

- Meal tips are reimbursed as part of the meal expense; taxi tips are reimbursed as part of the taxi expense; shuttle tips are reimbursed as part of the shuttle expense, etc.

Incidentals may not be claimed for travel less than 24 hours.

Incidentals – travel greater than 24 hours (contiguous 48 states)

- Incidental expenses may be claimed only if the travel is greater than 25 miles from the traveler's headquarters or residence
- **Actual expense incurred up to the daily limit of \$7**
- Receipts are not required

Incidentals (Alaska, Hawaii, and U.S. Possessions)

- Travelers may claim an incidental per diem for the destination of travel
- Rates (Local Incidental Rate for a location) are set by the Department of Defense
- Link: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
- Receipts are not required

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Incidentals (international)

- Travelers may claim an incidental per diem for the destination of travel
- M & IE (meal and incidentals for a location) are maintained by the US Department of State
- Link: http://aoprals.state.gov/web920/per_diem.asp
- Receipts are not required

Transportation Expenses

Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip.

Any exception must be approved by the President. A justification memo signed by the Division Vice President and President must be attached to the Travel Request or Travel Expense Claim.

Definition

Transportation expenses include the following:

Charges for commercial carrier fares; travel agency service fees; car (private vehicle mileage) and rental car/truck charges (including fuel for rentals); emergency repair to University cars; overnight and day auto parking; bridge and road tolls; taxi and public transportation fares; and all other charges for transportation services necessary to accomplish the official business purpose of the trip.

Lost Luggage

If an employee incurs a loss to personal belongings, the first common carrier is typically responsible for reimbursement of losses, and the employee should file an appropriate claim as instructed by the common carrier.

Lost Tickets

Service charges for tickets lost by travelers may be reimbursed (provided such occurrences are infrequent). Charges for re-ticketing, schedule changes, etc. are reimbursable if incurred for a valid business reason (the reason for the charge must be specified on the Travel Expense Claim).

Indirect or Interrupted Itineraries

Advance approval is required when a traveler takes an indirect route or interrupts travel by a direct route, for other than University business. Any resulting additional expenses shall be borne by the traveler. The reimbursement of expenses shall be limited to the actual costs incurred or the charges that would have been incurred via a usually traveled route, whichever is less. Any resulting excess travel time will not be considered work time and will be charged to the appropriate type of leave. The employee shall be responsible for accurate reporting of such leave time.

Surface Transportation Used in Lieu of Air Travel

If advance approval has been obtained, a traveler may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation. 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 or the campus travel program fare, plus transportation costs to and from the terminals (documentation demonstrating the cost of regular coach in effect at the time of travel should be included with the Travel Expense Claim. The cost of meals and lodging, parking, mileage, tolls, taxis, and ferries incurred while in transit by surface transportation may be reimbursed.

Travel Extended to Save Costs

Additional expenses associated with travel extended to save costs (e.g., a Saturday night stay for domestic travel, may be reimbursed when the cost of airfare would be less than the cost of airfare had the traveler not extended the trip (provided the expenses were incurred in compliance with these procedures). Such expenses, which include lodging, car rental, meals and incidental expenses (subject to the reimbursement caps in #A on page 6-7, #B on page 7-9, #C on page 9) incurred within the vicinity of the business destination, shall not exceed the amount the University would have paid had the traveler not extended the trip.

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Business Travel and Prepayment Request (TR) Travel Expense Claim (TEC)

Transportation Expenses – airfare/baggage, rental car/truck, University vehicle, other forms of transportation, passenger ships, parking/tolls, automobile (private vehicle)

D. Airfare and Baggage

If there will be economy-class/coach airfare expenses, upgrades to business class or first class, early bird check-in fee, Even More Space, extra leg room, etc. may not be charged to a Procurement Card or claims may not be submitted.

Privately owned aircraft - not allowed

Travel Packages

- Each aspect of the travel package must be **separately itemized on the receipt** (e.g., itemized hotel charges, airfare, rental car, shuttle, etc.) for reimbursement or allowable Procurement Card charge
- No business-related travel should be booked through a vendor unless the traveler has confirmed with the vendor that each aspect of the package will be separately itemized on the receipt

A reservation for reasonable airfare should only be made after an approved Travel Request has been submitted to Travel Operations, CP-300 and the traveler has received an email notification with the assigned travel document number

- Purchase the airline ticket directly from an airline, travel agency, or online via the internet
- The traveler may purchase additional insurance; however, the additional insurance may not be charged to a University issued credit card and the traveler will not be reimbursed for this expense
- If the airfare was charged to a University issued credit card, a copy of the receipt showing proof of payment must be attached to your Travel Expense Claim and the original receipt must be attached to the Procurement Card statement
- If the airfare was charged to your personal credit card, an original receipt showing proof of payment must be attached to your Travel Expense Claim (credit card statement or bank statement is not a receipt)

The traveler may claim reimbursement for **checked baggage** that is considered reasonable and necessary for the business purpose and length of the trip

- The approving authority is responsible for determining if the baggage fees are appropriate
- Department approval may request the traveler to provide a justification memo

Personal property or baggage loss

- If an employee incurs a loss to personal belongings, the first common carrier is typically responsible for reimbursement of losses, and the employee should file an appropriate claim as instructed by the common carrier
- If the common carrier does not provide full reimbursement to the employee for personal effects, then an “equity claim” may be filed with the University Risk Management/Insurance officer
- Documentation to substantiate the claim is required. Claims of less than \$1,000 may be settled, if appropriate, at the University level. Claims or settlements greater than \$1,000 a claim may be filed through the Victim’s Compensation and Government Claims Board (VCGCB)
- The claim form may be found at: <http://www.vcgcb.ca.gov/victims/howtoapply.aspx>

Travel Policy and Procedures

Business Travel and Prepayment Request (TR) Travel Expense Claim (TEC)

Under the Fly America Act, only U.S. carriers shall be used for travel reimbursed from federal grants and contracts, unless one of the following exceptions applies:

- Use of U.S. carrier service would extend travel time, including delay at origin, by 24 hours or more
- U.S. carriers do not offer nonstop or direct service between origin and destination (however, a U.S. carrier must be used on every portion of the route where it provides service unless, when compared to using an international air carrier, such use would:
 - Increase the number of aircraft changes outside the United States by two or more
 - Extend travel time by at least 6 hours or more
 - Require a connecting time of 4 hours or more at an overseas interchange point
- When the costs of transportation are reimbursed in full by a third party, such as an international government or an international agency

Reimbursement of travel on an international air carrier may be denied in the absence of such justification

E. Rental Car, Rental Truck or University Vehicle

Travel Packages

- Each aspect of the travel package must be **separately itemized on the receipt** (e.g., itemized hotel charges, airfare, rental car, shuttle, etc.) for reimbursement or allowable Procurement Card charge
- No business-related travel should be booked through a vendor unless the traveler has confirmed with the vendor that each aspect of the package will be separately itemized on the receipt

A reservation for a rental car should only be made after an approved Travel Request has been submitted to Travel Operations, CP-300 and the traveler has received an email notification with the assigned travel document number.

- Extra charges (upgrades, damage waiver, GPS, Sirius Satellite Radio, etc.) may not be charged to a Procurement Card and the traveler may not be reimbursed for these expenses
- **Enterprise Rent A Car** is the preferred vendor
- Rental Car gasoline
- For travel within the United States, insurance is included in the CSUF Fullerton rates with Enterprise
 - The traveler may purchase additional insurance offered by Enterprise or another rental car company; however, if additional insurance is selected, the insurance may not be charged to a Procurement Card and the traveler may not be reimbursed for the expense
- For international travel (including U.S. Possessions), contact Risk Management at (657) 278-7346 for guidance on obtaining the recommended insurance coverage (liability, theft, and collision) for a rental car
 - Since the University's contract with Enterprise does not extend to international travel, Risk Management recommends that the traveler purchase insurance coverage and the traveler may be reimbursed for this expense
 - Enterprise has rental car locations in Canada, Germany, Ireland, and United Kingdom
 - For other foreign locations, you may select another rental car company

If a rental truck will be used for travel

- A reservation for a rental truck should only be made after an approved Travel Request has been submitted to Travel Operations, CP-300 and the traveler has received an email notification with the assigned travel document number
- Extra charges (damage waiver, GPS, Sirius Satellite Radio, etc.) may not be charged to a Procurement Card and the traveler may not be reimbursed for these expenses
- **Enterprise rental truck** is the preferred vendor
- Rental Truck gasoline

Travel Policy and Procedures

Business Travel and Prepayment Request (TR) Travel Expense Claim (TEC)

To make a car/truck reservation with **Enterprise Rent A Car** for a CSUF employee on University business:

- A reservation for a rental car or rental truck must be made after receipt of email notification with assigned travel document number from Travel Operations
- Traveler must be 21 or older and on approved University business
- Contact Enterprise or access the Enterprise website (reservations must be made before arriving at the Enterprise office located at the airport)
 - (800) 228-2325
 - www.enterprise.com
- If renting a vehicle from Enterprise in the Fullerton area, call Cedric Turner at the Enterprise Fullerton Office and the CSUF employee may request to be picked up
 - Cedric Turner, Branch Manager
 - 729 W. Commonwealth Ave., Fullerton, CA 92832
 - (714) 525-7172
- Provide **NA30CSF** (CSUF Corporate Number), PO number is the CSUF Corporate Number, and the **CSUF** Pin number
- Email travel@fullerton.edu to request the CSUF Pin number and include your phone number
- CSUF Corporate number is required to obtain the CSU Fullerton rates and insurance
- Insurance is included in the CSU Fullerton rates with Enterprise
- The traveler may purchase additional insurance offered by Enterprise; however, if additional insurance is selected, the insurance may NOT be charged to a Procurement Card and the traveler will NOT be reimbursed for this expense
- Base Daily Rate for Compact & Intermediate Vehicles is \$36.46
- Base Daily Rate for Trucks is \$104.99
- Present a valid Driver's License, University-issued Procurement Card or personal credit card, and employee's CSUF ID/Titan Card when picking up the vehicle to obtain the CSU Fullerton rates and insurance
- Pay for the vehicle using a University-issued Procurement Card or personal credit card

University vehicle (only for University Police, Physical Plant, etc.)

- F. Other Forms of Transportation** – Shuttle (including airport limousine service, if appropriate), Taxi, economy-class Train, or Local Public Transportation (e.g., buses, subway, streetcars)
- Shuttle service or taxi (cost must be reasonable in relation to personal car use costs, including parking, tolls, etc.)
 - Sedan is not considered reasonable for one person traveling, traveler may only be reimbursed amount of a shuttle or taxi (cost must be reasonable in relation to personal car use costs, including parking, tolls, etc.)
 - Economy-class train or public transportation may be used when required by the destination or by business necessity

Travel Packages

- Each aspect of the travel package must be **separately itemized on the receipt** (e.g., itemized hotel charges, airfare, rental car, shuttle, etc.) for reimbursement or allowable Procurement Card charge
- No business-related travel should be booked through a vendor unless the traveler has confirmed with the vendor that each aspect of the package will be separately itemized on the receipt

Limos and upgrades to business class on a train may not be charged to a Procurement Card and the traveler may not be reimbursed for these expenses.

G. Passenger Ship

When travel by passenger ship is authorized, transportation at the lowest first-class rate is allowed.

The reimbursement of subsistence expenses while on board a passenger ship shall not be allowed if the cost of subsistence is included in the fare for passage and stateroom.

Travel Policy and Procedures

Business Travel and Prepayment Request (TR) Travel Expense Claim (TEC)

If the fare does not include subsistence, reimbursement shall be based on the traveler's actual daily expenses (per limits and policy set forth in #B on page 7-9 and #C on page 9)

- A full explanation of the circumstances that necessitated such expenses must be submitted with the Travel Expense Claim

Privately owned boats – not allowed

H. Parking and Tolls

Reasonable parking charges and tolls

Non-Reimbursable Expenses: FastTrack (or equivalent)

- Account fees or deposits for FastTrack (or equivalent) that are not related to individual toll charges
- Exceptions for FastTrack expenditures that arise because of special or unusual circumstances must be documented and approved by the appropriate approving authority

I. Automobile (private vehicle)

Motorcycles, except those of University police department employees on motorcycle assignment, shall not be authorized for use on official University business, nor shall any reimbursement be made for the use of such vehicles.

The **mileage reimbursement rate** is

- 54.5 cents per mile for business travel on January 1, 2018 through December 31, 2018
- 53.5 cents per mile for business travel on January 1, 2017 through December 31, 2017

Private vehicles

An employee who regularly uses a private vehicle on University business is required to have and provide upon request satisfactory evidence of liability insurance coverage (regular use is defined as more than four trips per calendar month).

When private vehicles are used on University business, the appropriate campus officials are responsible for requiring that employees have adequate liability insurance coverage.

The minimum prescribed liability insurance coverage is as follows:

- \$15,000 for personal injury to, or death of, one person;
- \$30,000 for injury to, or death of, two or more persons in one accident; and
- \$5,000 for property damage

The reimbursable mileage rate includes the cost for maintaining liability insurance at the minimum amount prescribed by law and collision insurance sufficient to cover the reasonable value of the vehicle, less a standard deductible.

No reimbursement for gasoline (private vehicles)

Normal Work Location is defined as the place where the major portion of an employee's working time is spent or the place to which the employee's department determines what constitutes an individual employee's work location for the purpose of these procedures.

Direct trips between the employee's residence and their designated work location are considered commuting miles and are **not reimbursable**

Travel Policy and Procedures

Business Travel and Prepayment Request (TR) Travel Expense Claim (TEC)

University business travel (excluding commuting miles) occurs on a regularly scheduled work day, mileage is calculated:

- If departing from the traveler's normal work location, mileage may be claimed from work location to destination
- If departing from the traveler's residence, mileage may be claimed from the lesser of the two locations (from traveler's work location to destination or from traveler's residence to destination)
- If returning to the traveler's normal work location, mileage may be claimed from destination to work location
- If returning to the traveler's residence, mileage may be claimed from the lesser of the two locations (from destination to traveler's work location or from destination to traveler's residence)

University business travel (excluding commuting miles) occurs on a regularly scheduled day off, mileage is calculated:

- From the traveler's residence to destination

When a traveler is authorized to drive a private vehicle to or from a common carrier terminal, mileage may be reimbursed as follows:

- a. One round trip, including parking for the duration of the trip; or
- b. Two round trips, including short-term parking expenses when an employee is driven to a common carrier

When the **traveler decides to drive a private vehicle instead of flying to a travel destination**, the traveler will be reimbursed only for the lesser of the transportation expense (either mileage reimbursement or mileage up to the airfare equivalent based on a regular coach fare available for the location of travel, plus transportation costs to and from the terminals).

- **Documentation demonstrating the cost of regular coach in effect at the time of travel and transportation costs to and from the terminals** must be attached to the Travel Expense Claim

Mileage from CSUF to some frequently visited locations (one way)

- Azusa Pacific University – 24 miles
- John Wayne (Orange County) Airport – 17 miles
- Los Angeles International Airport – 36 miles
- Ontario International Airport – 27 miles
- Rio Hondo Community College, Whittier - 23 miles
- UC Irvine - 20 miles

Travel Policy and Procedures

Business Travel and Prepayment Request (TR) Travel Expense Claim (TEC)

Mileage from CSUF to the Chancellor Office and from CSUF to another CSU campus (one way)
https://csyou.calstate.edu/Policies/icsuam/Documents/3000/All_Campus_Mileage_Chart_201210.pdf

- Chancellor Office – 28 miles
- CSUB - 142 miles
- CSUCI – 85 miles
- CSU Chico – 500 miles
- CSUDH - 26 miles
- CSUEB – 389 miles
- CSU Fresno - 255 miles
- HSU – 682 miles
- Irvine Campus (located at 3 Banting) - 21 miles
- CSULB - 22 miles
- CSULA - 28 miles
- Maritime – 413 miles
- CSUMB – 356 miles
- CSUN – 54 miles
- Cal Poly Pomona – 16 miles
- CSU Sac – 417 miles
- CSUSB – 52 miles
- SDSU – 99 miles
- SFSU – 418 miles
- SJSU – 369 miles
- SLO – 231 miles
- San Marcos – 77 miles
- Sonoma – 452 miles
- Stanislaus – 332 miles

Conference or Registration Fees

J. Conference or Registration Fees (copy of the registration form must be attached to the Travel Request)

For only faculty, staff or student employee (job related), may also include the membership fee if traveling to a conference

Miscellaneous business expenses

K. Miscellaneous business expenses: business telephone calls, internet, fax, business meals (excluding alcohol beverages and tobacco) with an official University guest(s), fee for an exhibitor table at an event, cost to purchase a table at an event, event attendance, etc.

An **approved Directive 11 for business meals** (excluding alcohol beverages and tobacco) while on travel with an official University guest(s) and an itemized receipt must be attached to the Travel Expense Claim

An **approved Directive 11 to purchase a table at an event or event attendance** and a copy of the invitation must be attached to the Travel Request

Fee for an exhibitor table

Expenses for local and long-distance telephone calls (including one reasonable brief, non-emergency, personal call home per day); and laundering, cleaning, or pressing of clothing if trip exceeds six days may be claimed



Travel Operations
College Park 300
Email: travel@fullerton.edu

Travel Policy and Procedures

Business Travel and Prepayment Request (TR) Travel Expense Claim (TEC)

Personal telephone or fax/computer use charges may not be charged to a Procurement Card and the traveler may not be reimbursed for these expenses

Effective October 15, 2012, passport and visa fees for international travelers when traveling on official University business may be charged to a Procurement Card and the traveler may be reimbursed for these expenses (traveler may be reimbursed for required inoculations)

Traveler's Signature

I HEREBY CERTIFY the above travel is necessary to conduct official business on behalf of California State University, Fullerton and agree to submit my Travel Expense Claim within 30 days from the return date.

I HEREBY CERTIFY THAT, IN DRIVING A VEHICLE FOR OFFICAL STATE BUSINESS, I have complied with the Requirements for Driving on University Business provided in the following link: <http://rmehs.fullerton.edu/DrivingOnCampus/> (Does not apply to Students or Student Employees – Non-Job related).

Questions regarding **Requirements for Driving on University Business**, contact the **Office of University Risk Management** at (657) 278-4937.

Will lodging exceed \$275 per night (effective for business travel occurring on or after November 1, 2015), excluding taxes, for travel in-state, out-of-state including Alaska, Hawaii and US Possessions?

- Yes
- No

If yes, describe the business purpose to stay within certain facilities at a rate above \$275. VP/Designee signature below will serve as pre-approve to exceed the rate.

The traveler's signature is required (signature must be original)

To sign up for **CSUF Employee Direct Deposit** for travel reimbursement, complete the Accounts Payable/Travel Staff and Faculty Reimbursement Direct Deposit Authorization Form:

<http://finance.fullerton.edu/documents/controller/accountspayable/forms/AP-TravelDirectDepositAuthorization.pdf>

Approval Signature(s)

I HEREBY CERTIFY a) I have authorization to approve in-state, out-of-state and international travel in accordance with the CSUF Travel Policy; b) this travel is necessary for conducting business on behalf of the University; c) if foreign destination is on the State Department's travel warning list, I have read and understand the travel warning for the country to which I am authorizing travel; d) travel will be in accordance with the CSUF Travel Procedures and Regulations; e) *state funds have not been used to subsidize any activities funded through sponsored programs.

All Signatures must be original

Approvals (per the President's Delegation of Authority for Travel Requests)

Travel Operations
College Park 300
Email: travel@fullerton.edu

Travel Policy and Procedures

Business Travel and Prepayment Request (TR) Travel Expense Claim (TEC)

All **international travel (including U.S. Possessions)** - Division Vice President and President's signature required
○ Revised TR for international travel – Division Vice President's signature required (President's signature no longer required)

Amount is **\$4,000 or more** – Division Vice President's signature and President's signature required

Accounts Payable/Travel Use Only

Leave blank (completed by Accounts Payable/Travel)

SUBMIT TRAVEL EXPENSE CLAIM, RECEIPT(S), AND REQUIRED DOCUMENTATION

Submit approved **Travel Expense Claim with all the required receipts/documentation** to Travel Operations, CP-300 **within 60 days from the return date** (State funded or multiple funded)

<http://finance.fullerton.edu/documents/controller/travel/forms/TravelExpenseClaim.pdf>

Dates and Time are required

- Travel greater than 24 hours
 - **Departure time** on the first day of trip (use military time)
 - **For international travel - Arrival time** for each different location (use military time)
 - **Return/arrival time** on the last day of trip (use military time)
- Day trips
 - **Departure time and return time for each day (use military time)**

Travel Expenses

- Enter the amount for each expense on the Travel Expense Claim in the appropriate column and the day the expense was incurred (personal funds, Procurement Card, University check or CPO)
- Exceptions:
 - Airfare – enter the amount on the first day of travel
 - Lodging – enter the amount per night
 - Registration fee – enter the amount on the first day of travel

Amounts on the Travel Expense Claim must be in U.S. dollars

- Receipts in foreign currently must be converted to U.S. dollars
- Attach a copy of the conversation to U.S. dollars or a copy of the credit card statement showing the U.S. dollar amount
- ONADA Currency Converter may be used (select the foreign currency, enter the foreign currency amount, and enter date of purchase)
www.oanda.com/currency/converter/

Receipts and Documentation – attach to Travel Expense Claim

- Attach all required original itemized receipts (copy of all required itemized receipts if charged to a Procurement Card)
- Attach a document that shows the purpose, location, and dates from the conference, convention, symposium, training, workshop, business meeting, etc. (i.e. agenda, program, flyer, or email)

Travel Policy and Procedures

Business Travel and Prepayment Request (TR) Travel Expense Claim (TEC)

- If a research-related trip and there is no agenda or program, the traveler must complete, sign and attach the Research Travel – Statement of Purpose form <http://finance.fullerton.edu/documents/controller/travel/forms/ResearchTravel.pdf>
- If there is no agenda or program, the traveler must complete, sign and attach the Statement of Purpose for http://finance.fullerton.edu/documents/controller/accountspayable/forms/StmtOfPurpose_ext.pdf

Disallowed Procurement Card Charges

- Complete the Reimbursement or Deposit to University Account form <http://finance.fullerton.edu/documents/controller/accountspayable/forms/ReimbOrDepToUnivAcct.xlsx>
- Submit the completed Reimbursement or Deposit to University Account form with a personal check to the Cashier located in UH-180 and obtain a receipt
- Attach the original Cashier receipt to the Procurement Card statement
- Attach a copy of the Cashier receipt to the Travel Expense Claim

CSUF Employee Direct Deposit

To sign up for CSUF Employee Direct Deposit for travel reimbursement, complete the Accounts Payable/Travel Staff and Faculty Reimbursement Direct Deposit Authorization Form <http://finance.fullerton.edu/documents/controller/accountspayable/forms/AP-TravelDirectDepositAuthorization.pdf>