Travel Matrix - CSU Travel Policy Changes Effective 4/1/11

1) Clarification of Responsibilities (see Travel Matrix Addendum)
   a) Traveler
   b) Approving Authority
   c) Travel Operations

2) Meals – travel less than 24 hours (contiguous 48 states)
   a) Under no circumstances will expenses for lunch be reimbursed for travel of less than 24 hours (except POST Training – Commuter Lunch Meal Reimbursement per the POST Administrative Manual)
   b) No reimbursement for meals – travel less than 12 hours without an overnight stay
      ➢ Example: 7 a.m. to 6 p.m. = 11 hours
   c) No reimbursement for meals – travel greater than 12 hours and less than 24 hours without an overnight stay
      ➢ Example: 5 a.m. to 11 p.m. = 18 hours
      ➢ Exception: If the employee is inconvenienced by being required to depart or return home at unusual hours, they may be reimbursed for their actual expenses for breakfast, dinner or both (up to the daily limit of $55) depending on the circumstance. An inconvenience exception approved by the appropriate approving authority.
         • Actual expenses for breakfast and/or dinner may be claimed as an exception to policy
         • Reimbursed breakfast and/or dinner expenses are reportable and taxable
         • Total amount for meals claimed per day must not exceed the $55 per day limit
         • Itemized receipt required for any meal expense of $25 or more
         • Per Meal limits ($10, $15, $25) no longer applicable
   d) Meals – travel less than 24 hours and includes an overnight stay
      ➢ Example: 7 p.m. to 3 p.m. next day = 20 hours
         • Actual meal expenses incurred may be claimed only if the travel is greater than 25 miles from the traveler’s headquarters or residence
         • Expenses incurred for meals that were included with registration or other fees will not be reimbursed (unless there is a valid health reason)
         • Total amount for meals claimed per day must not exceed the $55 per day limit
         • Itemized receipt for any meal expense of $25 or more
         • Per Meal limits ($10, $15, $25) no longer applicable

3) Meals – travel greater than 24 hours (contiguous 48 states)
   ➢ Example: 8 a.m. on day 1 to 6 p.m. on day 2 = 34 hours
      • Actual meal expenses incurred may be claimed only if the travel is greater than 25 miles from the traveler’s headquarters or residence
      • Expenses incurred for meals that were included with registration or other fees will not be reimbursed (unless there is a valid health reason)
      • Total amount for meals claimed per day must not exceed the $55 per day limit
• Itemized receipt required for any meal expense of $25 or more
• Per Meal limits ($10, $15, $25) no longer applicable

4) Incidentals (contiguous 48 states)
   ➢ Incidentals may not be claimed for travel less than 24 hours
   ➢ Incidental expenses may be claimed only if the travel is greater than 25 miles from the
     traveler’s headquarters or residence
   ➢ Actual incidental expenses incurred up to the daily limit of $7
   ➢ Receipts not required

5) Meals and Incidentals – Alaska, Hawaii and U.S. Possessions
   ➢ Traveler may claim Department of Defense Per Diem for Local Meals and Local
     Incidentals based on specific location
   ➢ Partial days are prorated according to duration spent in location. For partial days, hours
     should be rounded to the nearest quarter day as follows:
     • 3 hours up to 9 hours equals ¼ day or 25%
     • 9 hours up to 15 hours equals ½ day or 50%
     • 15 hours up to 21 hours equals ¾ day or 75%
     • 21 hours up to 24 hours equals 1 day or 100%
   ➢ Copy of the Local Meals Rate for that location (including calculations for partial days)
     must be attached to the Travel Expense Claim
   ➢ Receipts are not required
   ➢ Actual lodging expenses incurred may be claimed and receipt showing proof of payment
     is required

6) Lodging, Meals, and Incidentals – foreign travel
   ➢ Traveler may claim US Department of State Per Diem for Meals and Incidentals (M & IE
     Rate) based on specific location and seasons (begins/end dates)
   ➢ Partial days are prorated according to duration spent in location. For partial days, hours
     should be rounded to the nearest quarter day as follows:
     • 3 hours up to 9 hours equals ¼ day or 25%
     • 9 hours up to 15 hours equals ½ day or 50%
     • 15 hours up to 21 hours equals ¾ day or 75%
     • 21 hours up to 24 hours equals 1 day or 100%
   ➢ Copy of the Foreign Per Diem Rates for that location (including calculations for partial
     days) must be attached to the Travel Expense Claim
   ➢ Receipts are not required
   ➢ Lodging reimbursement is Maximum Lodging Per Diem based on specific location and
     seasons (begins/end dates)
   ➢ Receipts for lodging, meals and incidentals are not required

7) Taxability of International Travel with Personal Use
   ➢ According to IRS, in the event BOTH of the following conditions are met (a portion of the
     common business expenses is taxable to the traveler, including airfare):
     • Total period of trip is longer than one week and at least 25% of the trip is
       personal
• Examples
  o Trip is 10 days (8 days business and 2 day personal) – 80% is business and 20% personal is considered non-taxable since it is less than 25% personal and trip is longer than one week
  o Trip is 10 days (4 days business and 6 days personal) – 40% is business and 60% personal is considered taxable since it is at least 25% personal and trip is longer than one week

8) Allowable mileage expense to airport
  ➢ If the traveler is driven to the airport by a friend or family member, two round trips may be claimed

9) Baggage
  ➢ Approving authority is responsible for determining if the baggage fees are appropriate (checked baggage must be considered reasonable and necessary for the business purpose and length of the trip)

10) Travel Packages
  ➢ Hotel, airfare and rental car expense must be itemized in travel package receipt
  ➢ Must use a different vendor that will separately itemized the amount for each aspect of the travel package (cannot be charged to a Procurement Card and traveler will not be reimbursed if not separately itemized on receipt)

11) Hospitality Gift
  ➢ 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 up to $75 per trip may be provided to a host)
  ➢ Itemized receipt required
  ➢ NO alcohol, cash, gift cards
  ➢ Directive 11 is not required as this is in lieu of lodging