

**TRAVEL POLICY FOR NON-EMPLOYEES – Subject to CSUF Travel Policy
(Accreditation, Consultants, Honorariums, Independent Contractors, University Guests, Interview Committee Meal(s) with On-Campus Candidate)
Effective July 1, 2018 (Rev. 7/2018)**

Independent Contractors and Consultants – Reference PO number on Invoice

Reasonable travel expenses incurred by University-retained independent contractors or consultants are reimbursable in accordance with these procedures. Such reimbursements are not taxable, provided the amounts claimed are properly substantiated. Unsubstantiated amounts must be reported as income to the contractor, on the appropriate IRS instrument (e.g. Form 1099, Form 1042-S, etc).

University Guests (includes Non-Contracted Accreditation and Honorariums*)

Reasonable travel expenses incurred by official University guests such as in the case of honorariums paid to non-employees and/or non-consultants (i.e., accreditation, guest lecturer/guest speaker). Guest travel does **NOT** apply to campus interviews or travel expenses covered by an approved “**Authorization for On-Campus Interview Expense**” form or travel related to paid speakers/facilitators. Expenses charged on a P-Card; submit copies of receipts along with reconciliation to Michael Pruitt / P-Card Administrator. If submitting a reimbursement via AP Check Request; attach invoice and original receipts to AP Check Request.

*Honorariums - \$5,000 and over require a purchase order

Interview Committee Meal(s) with On-Campus Candidate

Reasonable meal expenses incurred by CSUF employee:

- Expenses charged on a P-Card; submit **original itemized receipt(s)** and **Directive 11** along with paper P-Card statement to Michael Pruitt / P-Card Administrator.
- For Divisions in Concur – Submit Expense Report **PCard Goods and Services**, attach itemized meal receipt(s) and Directive 11.
- Meal expenses paid by CSUF employee personal credit card – Submit reimbursement via AP Check Request; attach Directive 11, Invoice for On-Campus Interview Meal Reimbursement and **original itemized receipts** - Select Financial Services Dept. (Pre-Authorized Approval Required)

Non-CSUF Employee Reimbursable Travel Invoice Form:

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

REIMBURSABLE TRAVEL EXPENSES PER CSUF TRAVEL POLICY	NON-REIMBURSABLE EXPENSES PER CSUF TRAVEL POLICY
<p>REQUIRED</p> <ul style="list-style-type: none"> • Itemized receipts for lodging, airfare and baggage, rental car, etc. • Original itemized meal receipts required (Actual meal expense is reimbursable up to a maximum of \$55 per day) 	<p>Travelers will <u>not</u> be reimbursed for the following expenses:</p> <ul style="list-style-type: none"> • Alcohol and/or tobacco • Fast Track (or equivalent) • Upgrades for business class or first class, early bird check-in fee, Even More Space, extra leg room, etc.
<p>Airfare and Baggage Economy-class /coach airfare expenses (including travel booking fees) and reasonable baggage.</p>	

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<p>No reimbursement for upgrades to business class or first class, early bird check-in fee, Even More Space, extra leg room, etc.</p>	<ul style="list-style-type: none"> • Rental Car – Extra charges (upgrades, damage waiver, GPS, Sirius Satellite Radio, etc.) • Additional insurance on air travel or car rental • Travel Packages <ul style="list-style-type: none"> ○ 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 • No reimbursement for private vehicle repairs or gasoline • Personal telephone or fax/computer use charges may not be reimbursed for these expenses
<p>Automobile (private vehicle) Effective January 1, 2018, the mileage reimbursement rate for business travel is 0.545 per mile</p> <p>Normal Work Location is defined as the place where the major portion of an employee’s working time is spent of the place to which the employee’s department determines what constitutes an individual employee’s work location for the purpose of these procedures</p> <p>University business travel occurs on a scheduled work day, mileage is calculated:</p> <ul style="list-style-type: none"> • If departing from the traveler’s normal work location, mileage may be claimed from traveler’s work location to destination • If departing from 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 traveler’s 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) <p>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 and parking equivalent plus transportation costs to and from the terminals.</p> <ul style="list-style-type: none"> • Documentation showing the lowest available airfare and transportation costs to/from terminal must be attached to the Travel Expense Claim 	

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<ul style="list-style-type: none"> Expenses for travel between the traveler’s residence and normal work location (if commuting) shall not be allowed <p>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.</p>	
<p>Ground transportation (Shuttle, Taxi, economy-class Train, or Bus) No reimbursement for limos, upgrades to business class on a train</p>	
<p>Incidentals An incidental expense includes fees and tips given to porters, baggage carriers, bellhops, hotel housekeepers, etc.</p> <ul style="list-style-type: none"> Incidentals may not be claimed for travel less than 24 hours. Actual expense incurred up to the daily limit of \$7 Receipts are not required 	
<p>Lodging - Maximum rate is \$275 per night (excluding taxes)</p>	
<p>Meals (excludes alcohol and tobacco)</p> <ul style="list-style-type: none"> Reimbursable amount up to \$55 per day limit No per-diem for meals 	
<p>Parking and Tolls Reasonable Parking</p>	
<p>Rental Car</p> <ul style="list-style-type: none"> Extra charges (upgrades, damage waiver, GPS, Sirius Satellite Radio, etc) may not be reimbursed for these expenses. 	
<p>Travel Packages</p> <ul style="list-style-type: none"> 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 Additional insurance – Traveler will not be reimbursed for this expense 	

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