Travel Guidelines

Effective Fall 2014, CBA will fund travel to national conferences with a paper. Travel funded by alternate sources (ie, RCA, UEI, etc) is not subject to the same restrictions.

Pre-Travel

- **All travel must be approved PRIOR to commencement of travel**
  - requires a TERA form (funded or unfunded, regardless of source)
    - Submit to Angela as soon as you think you will travel
    - Requires hotel info, conference program, acceptance letter or invitation
    - Requires notification of coverage for any missed classes
    - International travel should be submitted to Angela 45 days in advance
  - requires a justification form (domestic or international)
    - Domestic travel approval takes 2-3 weeks (Provost)
    - International travel must be to the President **30 days** in advance of travel or approval will be denied (Provost approves first)
      - “Late” letter of invitation will be considered
      - Unauthorized travel will NOT be reimbursed

**International Travel** - International travel requires pre-approval from the Dean, the Provost, the President, AND the Chancellor. Requests should be submitted 45 days in advance to appropriate Associate Dean for approval AND 30 days in advance to the President. Late submissions will NOT be approved by the Provost's Office unless accompanied by the "late" letter of invitation. Unauthorized travel WILL NOT be reimbursed.

Please complete the TERA Form as soon as you think you will travel. Attach the conference program, abstract of presentation, reason for your role (if not presenting), description of training, and plans to cover your duties while you are gone. Travel insurance will be purchased on your behalf and will cover the entire duration of your travel (including personal days). You will be provided a travel insurance form to complete and return to Risk Management with a copy to Angela.

"Personal travel combined with international business travel may be subject to tax. The taxable amount depends on how much of the trip outside the US (50 states and DC) was personal in nature. According to the IRS, there is a taxable event if BOTH the following conditions are met:

1) the total period of the trip is longer than one week, and
2) at least 25% of the trip is personal." (p.50, CSUS Travel Procedures and Regulations, 12/2014)

Advances for Travel

**Standard advances** - must be requested on your TERA Form and will be available for pickup at the cashier's office (Lassen Hall) one week prior to travel. Up to 90% of anticipated travel expense may be requested.

**Advances against receipts prior to travel** - you can request to be reimbursed for expenses incurred for future travel. Receipts for reimbursement must be submitted once the TERA Form is approved. Please let
Angela know immediately that you anticipate submitting a reimbursement so that the requisition can be prepared appropriately.

**July 1-Aug 31 travel advances** - can only be requested against expenses incurred (generally registration and airfare). Receipts for reimbursement must be submitted once the TERA is approved. Please let Angela know when you submit your TERA that you anticipate submitting a reimbursement so that the requisition can be prepared appropriately.

**Reimbursement**

**Original receipts required**
- Must show detailed purchase, method of payment, and stating “receipt” or Balance Due $0.00
- Any purchase over $25 requires an itemized receipt

**Credit card statements**
- Must show your name AND the credit card number along with the expense

**Payment on behalf of others**
- University travelers normally shall not be reimbursed for expenses paid on behalf of other persons, except in the case of co-travelers who are sharing a room. (Exceptions - such as supervised group trips - must be approved in advance).

**Proof of Attendance**
- Badge or cover of program
- Hotel folio
- Conference short program or agenda

**Transportation Costs**
Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the purpose of the trip. Any exception must be approved by the President or his designee. Your itinerary AND your receipt are required for reimbursement.

*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 costs incurred or the charges that would have been incurred via a usually traveled route, whichever is less.*

*Travel Extended to Save Cost - Additional expenses associated with travel extended to save costs, may be reimbursed when the cost of airfare would be less than the cost of airfare had the traveler not extended the trip. Such expenses, which include lodging, car rental, meals and incidental expenses (subject to the reimbursement caps) 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." (CSU travel policy 4/1/13).*

**Airfare** - Air travel should be by the most efficient and economical route (business and first class travel will be reimbursed at economy rates). Travel credits and airline miles should not be used to purchase air travel. If credits are used, you will be required by Accounts Payable to show proof of payment for the original flight from which the credit arose (showing you as the traveler, the amount of the credit, and how you paid for the original flight). Airline miles will not be reimbursed. Bank statements used as proof of payment must show your name and the account number (last four digits).
Airfare and hotel should not be bundles (e.g., Expedia) since both airfare and hotel require itemized receipts for reimbursement.

Mileage - Effective 1/1/16, the reimbursement rate for mileage is $0.54/mi, calculated from CSUS on weekdays (16.5 mi) and from home on weekends and holidays.
• Relocation mileage is $0.19/mi.

Rental Car - Rental cars can be rented for university travel. Gasoline may not be purchased from the rental agency and vehicles should be returned with a full tank. Gasoline receipts may be submitted for reimbursement with rental car receipts. The university WILL NOT reimburse insurance coverage charges on rental cars. Insurance is automatically included if you rent through Enterprise and identify yourself as a CSU employee. (Corporate Nbr: DBCA396, PIN: CSU) You must provide 2 forms of ID - your driver's license and your campus One Card.

Taxi - Please be sure that taxi receipts include the date, the fare, and any tip paid. Please check to ensure that the correct date is on the receipt.

Hotel Costs
Domestic - Effective December 1, 2015, the maximum lodging rate for in-state and out-of-state travel, including Alaska, Hawaii, and US Possessions has been increased to $275 per night, excluding taxes.

If the rate at the conference hotel exceeds the maximum, please note the hotel rate on your TERA form and provide documentation of the hotel rate at the conference, or alternate hotels you are considering. Effective 8/7/14, "Conference Rate" is no longer sufficient justification, so please provide explanation of other options explored (eg. government rate not available, no other hotel close to conference site with lower rates, etc.). Angela will apply for an exception from the Provost/VP of Academic Affairs.

International - International hotel costs are at the Federal Per Diem rate.

Meals
Purchased meals during travel will be reimbursed at ACTUAL cost with a maximum daily reimbursement limit of $55. Please submit Itemized receipts for ALL meals not provided by the conference or hotel. This is the receipt which clearly shows what was purchased and how it was paid. Please check your receipt - it should show only one guest or you should provide a note indicating your portion of the bill and if on a credit card, it should have your name on it. Receipts that do not show a Balance Due of $0.00 and do not include your name will require you to submit the charge on your credit card statement as confirmation of payment. For restaurants that provide hand-written tickets with cash-register receipts (no itemized detail and payment shown), Accounts Payable may cap these meals at $24.95.

Do not pay for meals for anyone else.

The final credit card charge slip or a charge to the hotel room that contains no details of the purchase will be paid at $24.95 max. Please do not use highlighter on the charge slips as they cause the ink to fade. Maximum reimbursement for any meal without a receipt is $24.95.

Alcohol is not a reimbursable item. Please line through any alcohol purchases on your receipts or pay for alcohol on a separate tab.
**Provided Meals** - If a meal is provided by the conference (as noted on the registration receipt or the conference short program) and you do not partake and want to be reimbursed, you must submit a justification for not participating and the receipt for the substitute meal purchased.

**Meals for travel less than 24 hours** - When the entire length of a trip is less than 24 hours, meals and incidental expenses shall not be reimbursed unless the travel includes an “overnight stay” as supported by a lodging receipt.

**International Travel Meals** - International meals and incidentals are reimbursed at the Federal Per Diem rate.

CSUS Travel Procedures and Regulations, 10/15/15