

CSU Channel Islands Travel Procedures and Regulations

Effective April 1, 2011

Introduction

The newly revised and updated CSU Travel Policy and Procedures will be effective for all official travel occurring on or after April 1, 2011.

Existing rates and requirements will be in effect for travel conducted before April 1st.

Introduction

- The University Travel Procedures and Regulations applies to all travel which will be paid for by the University for employees, students and others. Any funds used for travel reimbursement must be:
 - ✓ Appropriately used,
 - ✓ Properly authorized,
 - ✓ For a documented business purpose,
 - ✓ Substantiated by applicable receipts,
 - ✓ Correctly processed for payment, and
 - ✓ Compliant with all applicable regulations and agreements.

Highlights

- ▶ CSU Channel Islands will only pay or reimburse for travel related expenditures that are ordinary, reasonable not extravagant and necessary to conduct official University business.
- ▶ Travelers should keep in mind that these are public funds, and travelers are representing the CSU.
- ▶ *A traveler may choose to spend more than the allowances provided – however, he/she would be responsible for the amounts above the allowances.*

Travel Policy Highlights: Before and During Travel

- ▶ **Approval to Travel:** All reimbursable travel must be approved prior to departure. Such documented pre-approval must be generated by the person with budget authority to reimburse.
- ▶ **Making reservations:** Travelers are expected to use University preferred vendors and negotiated terms and conditions whenever possible.
- ▶ **Getting to another location and while there:** Employees are expected to behave in an ethical and responsible manner and minimize risk to themselves and to the University.

Travel Policy Highlights :Expenses

- ▶ Travel related expenses:
 - ❖ Travel expenses directly related to official university business are reimbursable.
 - ❖ Reimbursable allowances vary by type of travel and length of stay.
 - ❖ Travelers may alter travel for personal convenience if there is no additional cost to the University or loss of productivity.

Travel Policy Highlights

Approvals

- ▶ **Approvals:**
- ❖ All expenses must be approved by an authorized approver, an individual given the authority by the delegation of authority process.
- ❖ Exceptions to the policy or procedures can be approved by the President or his/her designee.
- ❖ Accounts Payable Office under Accounting Department is the designated travel reimbursement office and will review documents for compliance with policy.

Travel Procedure on Paying for Travel

- ▶ How do you pay for CSU travel?
- ▶ *Direct billing:* Some prepaid transportation tickets and conference fees can be direct billed. (e.g. Travel Store, Enterprise Rent A Car, Roadrunner Shuttle)
- ▶ *Corporate Cards:* Travelers issued such cards should use the card for any travel expense.
- ▶ *Personal credit cards or cash:* If a traveler does not have a corporate credit card, a personal credit card may be used.
- ▶ Cash Advance is not allowed by the University.

Travel Procedures

Transportation

- ▶ Actual transportation expenses will be reimbursed based on the most economical mode and route. Transportation expenses include: carrier fares, car rental charges, private car mileage allowances, parking, tolls, taxis, etc.
- ▶ Receipts are required for expenses of \$25 or more.

Travel Procedures

Transportation

Surface Transportation and Extended Travel....

- With prior approval, surface transportation may be used for personal reasons, although air travel would have been the most appropriate mode.
- Costs incurred during the time of travel, however, may not exceed the documented total cost of the same travel by air carrier.
- If staying longer on travel overall reduces cost, this is also permitted with appropriate documentation.

Travel Procedures

Transportation

Traveling by Private Automobile....

- Mileage costs for a private vehicle will ordinarily be reimbursed based on miles from the traveler's work location to the destination.
- For travel without an overnight stay (local conference, training, etc.) reimbursement will be made for mileage costs from the work location or home, whichever is less.
- Mileage reimbursement is \$0.50/mile per CSU.
- *Travelers are responsible for maintaining appropriate liability insurance if using a private vehicle.*

Travel Procedures

Transportation

Using Rental Cars...

- A compact, economy or intermediate class vehicle should be requested unless these sizes are not adequate for the purpose of the trip.
- Discounts negotiated by the State or University should be requested when available, and the car returned with a full tank of gas to minimize costs.

Travel Procedures Transportation

Other Forms of Transportation....

- The Procedures include instructions for other modes including:
 - Rail or bus
 - Passenger Ship
 - Local public transport and taxis
 - Private aircraft

Travel Procedures

Subsistence

Subsistence expenses consist of lodging, meals and incidental expenses.

- Incidentals may include tips and fees for baggage carriers, housekeeping, etc., that are customary in travel and not included on other bills.
- 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*.

Travel Procedures

Subsistence

Meals – General Information:

- Meals are reimbursed for travel that includes an overnight stay. Daily allowances differ for various locations.
- Per meal reimbursement levels are not defined.
- Meals for groups can be paid by one individual. Attendees cannot separately claim such meals.
- *Because meal reimbursements generate frequent questions from travelers, the following slide provides some additional specificity for travel under 24 hours.*

Travel Procedures

Subsistence

More on meals for trips of less than 24 hours in the Continental U.S.

	Breakfast	Lunch	Dinner
With an overnight stay	Reimbursable	Reimbursable	Reimbursable
Less than 12 hours	Reimb. if travel begins 2 hrs before regular work hours. Amount is reportable as income.	Not reimbursable unless there is a specific business purpose.	Reimb. if travel ends 2 hrs after regular work hours. Amount is reportable as income.
Hospitality meals under E.O. 761	Reimbursable	Reimbursable	Reimbursable

Travel Procedures :

Subsistence

Lodging – general information:

- Travelers may be reimbursed for lodging expenses when traveling on business 25 or more miles (one way) from their work location or residence, whichever is closer to the destination.
- Whenever possible, University employees should request tax waivers and/or the government rate.
- Costs for non-commercial facilities (campsites, trailers, etc.) have specific reimbursement limits.
- If staying with a friend or relative, one non-cash gift to the host per stay may be submitted for reimbursement.

Travel Procedures

Subsistence

▶ **Continental U.S. Travel: *Daily Reimbursement Allowances and Documentation Requirements***

	Less than 30 days with an overnight stay	30 days or More	In Excess of One Year
Lodging	Actual Lodging costs; detailed receipt required	Per diem determined by Auth. Approver, up to 100% of Federal Per Diem for the location. No receipts req'd.	Per diem (up to 150% of 30 day per diem for tax gross-up) No receipts req'd.
Meals	Actual meal expenses up to \$55/ day. Receipts req'd for expenses of \$25 or more.	Same as above.	Same as above.
Incidentals	\$7 per 24 hours; no receipts required.	Same as above	Same as above.

Travel Procedures

Subsistence

▶ **Alaska, Hawaii and U.S. Possessions:**
Reimbursement Allowances and Documentation Requirements

	Less than 30 days with an overnight stay	30 days or More	In Excess of One Year
Lodging	Actual Lodging costs; detailed receipt required	Per diem determined by Auth. Approver, up to 100% of Federal Per Diem for the location. No receipts req'd.	Per diem (up to 150% of 30 day per diem for tax gross-up) No receipts req'd.
Meals	Federal Per diem for specific location; no receipts required.	Same as above.	Same as above.
Incidentals	Federal Per diem for specific location; no receipts required.	Same as above	Same as above.

Travel Procedures

Subsistence

▶ International Locations: *Reimbursement Allowances and Documentation Requirements*

Expense Type	Less than 30 days with an overnight stay	30 days or More	In Excess of One Year
Lodging	Federal Per diem for specific location; no receipts required.	Per diem determined by Auth. Approver, up to 100% of Federal Per Diem for the location. No receipts req'd.	Per diem (up to 150% of 30 day per diem for tax gross-up) No receipts req'd.
Meals	Federal Per diem for specific location; no receipts required.	Same as above.	Same as above.
Incidentals	Federal Per diem for specific location; no receipts required.	Same as above	Same as above.

Travel Procedures Subsistence

Federal Per Diem rates:

- Updated regularly
- Accessed from anywhere at:
- <http://www.gsa.gov/portal/category/21287>

The screenshot shows a Mozilla Firefox browser window displaying the GSA Per Diem Rates website. The browser's address bar shows the URL <http://www.gsa.gov/portal/category/21287>. The website header includes the GSA logo and navigation links such as Home, Newsroom, Regions, Staff Directory, Careers, Forms, e-Tools, and QuickLinks. A search bar is located in the top right corner.

The main content area is titled "Per Diem Rates" and includes a navigation menu on the left with options like Overview, M&IE Breakdown, Factors Influencing Lodging Rates, FAQ, FY 2011 Highlights, Fire Safe Hotels, Have a Per Diem Question?, Per Diem Rates (Archived), and Per Diem Rates. The main text explains that rates are set by fiscal year and provides instructions on how to find current rates by city and state or by clicking on a map. Below this text is a search form with fields for "Enter your city and state" and "Enter your ZIP Code", and a "FIND PER DIEM RATES" button. There is also a "Select a State" dropdown menu.

A map of the United States is displayed, titled "SEARCH BY STATE" and "Find Rates for: Fiscal Year 2011 (Current Year)". The map shows various states highlighted in blue. Below the map, it notes that "The Department of Defense sets for rates for" and "The State Department".

On the right side of the page, there are sections for "CONTACTS" (Additional Contacts for Travel Management Policy), "TAX QUESTIONS?" (Have a question about per diem and your taxes? Please contact the Internal Revenue Service at 800-829-1045 or visit WWW.IRS.BOO, GSA cannot answer tax-related questions or provide tax advice.), "DOWNLOADABLE RESOURCES" (FY 2011 Per Diem Rates (Revised) (Excel file, 55K), FY 2010 Per Diem Rates (Excel file, 115K), FY 2009 Per Diem Rates (Excel file, 115K)), and "NEWS" (Seven locations have been adjusted as part of the FY 11 per diem mid-year review process. They are outlined in ETR Subinfo 11.05. Is your agency or organization interested in learning how GSA sets).

Travel Procedures

Miscellaneous Exp.

- ▶ Other reimbursable travel expenses:
 - Registration fees for conferences, conventions, meetings of professional or learned societies
 - Tips that are reasonable and customary
 - Business expenses such as copying, mailing, equipment rentals, local and long distance phone calls, etc.
 - Expenses that would not ordinarily be reimbursed but arise because of special or unusual circumstances and are approved as an exception.

Travel Procedures

Special Situations

- ▶ **Special Traveler Situations:**
- ▶ *The CSU will reimburse travel expenses under certain conditions for the following:*
 - Faculty members on sabbatical leave
 - School site teacher candidate supervisors
 - Visiting academic appointees
 - Students performing business for the CSU or participating in educational related activities (i.e., supporting research, attending conferences, presenting papers, etc.)

Travel Procedures

Special Situations

Non-University Travelers:

- The CSU will also reimburse travel expenses for the following travelers given a bona fide business purpose and if all regulations are followed:
 - Prospective employees
 - Independent contractors and consultants
 - Foreign visiting scholars
 - Spouse/registered domestic partners
- *As usual, review of the Travel Procedures prior to making arrangements is strongly recommended.*

Travel Procedures

Insurance

Insurance Coverage and Requirements:

- Employees are routinely covered 24 hours a day, worldwide against accidental death or dismemberment while on official CSU business.
- *(Note: International travel to areas on the State Dept.'s Travel Warning list requires prior written approval from the Chancellor or appropriate designee.)*
- Employees regularly using a private vehicle on University business must maintain adequate insurance coverage.
- Rental vehicles should be obtained from agencies with which the University has contracts which include insurance coverage.

Travel Procedures Insurance

The Travel Procedures contain additional information regarding:

- Privately owned aircraft and boat insurance requirements
- Personal property or baggage loss
- What to do in case of emergencies while on travel status

Travel Procedures

Reimbursements

How do you get reimbursed for travel expenses?

- Each party in the travel reimbursement process has specific responsibilities. The following slides cover the required actions of:
 - *The Traveler*
 - *The Authorized Approver, and*
 - *The Accounts Payable Office*

Travel Procedures

Reimbursements

Traveler's Responsibilities:

- Complete an official travel expense claim within 30 days of the end of a trip.
- Note the purpose of the trip on the claim.
- Indicate the start and end times of the trip and any personal travel that is included.
- List each expenditure by date and location.
- Total all expenditures and provide appropriate accounting data (fund, accounts, dept codes, etc.)
- Attach all receipts for any expense of \$25 or more (if not a per diem item) or a written explanation of why the receipt is not available. Also attach pre-travel approval documentation.
- Sign the claim as verification that the expenses were incurred.

Travel Procedures

Reimbursements

Authorized Approver's Responsibilities:

Prior to signing the travel claim, an authorized approver must:

- Confirm travel authorization is in place.
- Verify that the dates and purpose of travel noted are accurate
- Confirm that all expenses claimed are reasonable, appropriate and supported by required receipts
- Check the calculation totals and account coding.

Once signed by the approver, the travel claim, with all appropriate documentation is then forwarded to the campus Accounts Payable Office.

Travel Procedures

Reimbursements

Processing a reimbursement...

- The Accounts Payable Office will:
 - Review the submitted claim to ensure proper authorization,
 - Ensure that required receipts are included (or the Lost and Missing Receipt Form is attached to the TEC if receipt is missing), and
 - Verify pre-paid expenses are deducted.
- If all is in order, reimbursement will be processed and the amounts recorded in the accounting records.
- *If additional information is needed, the claim will be returned to the Department Administrator.*

Travel Procedures

References

The Travel Procedures contain the following appendices that will help to answer questions:

- A – Definitions
- B – Mileage Reimbursement Rates
- C – Subsistence Reimbursement Caps and Receipt Req. m.
- D – Travel of less than 24 hours.
- E – Prorating Per Diems for Travel to Multiple Locations
- F – IRS Tax Gross Up Formula
- G – Taxability of International Travel with Personal Use
- Travelers are encouraged to utilize these references.

Contact Information

▶ Myrna Sta Ana (805) 437-8489

myrna.staana@csuci.edu

▶ Andre Borghetti (805) 437-3238

andre.borghetti@csuci.edu

▶ Susan Milligan (805) 437-8463

susan.milligan@csuci.edu