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## CSU CHANNEL ISLANDS TRAVEL PROCEDURES AND REGULATIONS

### I. INTRODUCTION

This set of procedures has been developed to provide direction to the CSU Channel Islands business travelers, approvers, and payment processors for travel conducted on behalf of the University. It supplies the details to statements referenced in the CSU Channel Islands Travel Policy and explains the taxability of certain reimbursements.

This document has been separated into sections based on travel destinations and lengths of stay due to the different rules applicable for reimbursement. The majority of University travel is conducted within the continental United States and lasts for 30 days or less. Reimbursement for expenses incurred in this category will be based on actual expenditures, with meals and incidentals reimbursed up to a maximum daily limit. The procedures established for this type of travel are applicable to all types of travel unless specified to the contrary.

Additional guidance is provided in separate sections for:

- Travel 30 days or longer within the continental United States;
- Travel within Alaska, Hawaii and the U.S. Possessions; and
- International destinations.

Extended travel (lasting longer than 30 days) and travel outside of the 48 contiguous states will be reimbursed on a per diem basis, with amounts varying by location and length of stay (see Sections XI, XII and XIII).

Insurance requirements, insurance coverage, and notification instructions for emergencies or accidents are provided in Section VIII. Travelers are advised to review this section prior to travel.

### II. SCOPE

The procedures contained in this document shall apply to all official University travel, including sabbaticals funded by the University and travel funded under federal grants and contracts.<sup>1</sup> The terms of an extramural funding agreement will govern only when such terms are more restrictive than CSU Channel Islands travel procedures. *The documentation, review and approval processes stated herein are the minimum requirements for University travel reimbursements.*

In addition, the terms of a collective bargaining agreement shall govern when such terms do not conform to the provisions of these procedures.

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<sup>1</sup> Pursuant to Office of Management and Budget Circular A-21, costs incurred by employees and officers for travel shall be considered reasonable and allowable only to the extent that such costs do not exceed charges normally allowed by the institution in its regular operations as a result of an institutional policy and the amounts claimed under sponsored agreements represent reasonable and allocable costs.

These procedures include special rules for non-employees which may consist of, but are not limited to, students, visiting scholars, independent contractors, volunteers, witnesses, and interview candidates.

#### **A. AUTHORITIES**

These travel procedures are issued under the Chancellor's delegation of authority to the Executive Vice Chancellor and the Presidents. The implementing regulations are issued under re-delegation of authority to the Chief Financial Officers.

#### **B. USE OF PREFERRED SUPPLIERS**

University business travelers are asked to keep in mind that public funds are being used to pay or reimburse for travel costs and to be diligent about the cost effectiveness of expenditures. Travelers are **strongly encouraged** to purchase travel services, when available, from Preferred Suppliers with whom the University has strategic and collaborative sourcing primary agreements.

Preferred Suppliers deliver competitive value in the range of services required by University travelers. Such suppliers include airlines, car rental agencies, hotels, travel agencies, and online booking providers. Although it might be possible to obtain a lower cost from nonparticipating suppliers, use of Preferred Suppliers should, on average, over time, reduce the University overall travel costs, and provide the best value to the traveler.

#### **C. REIMBURSEMENT STANDARDS**

University employees traveling on official business shall observe normally accepted standards of appropriateness in the type and manner of expenses they incur. In addition, it is the traveler's responsibility to report his/her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in the Travel Policy and these procedures.

University reimbursement of an employee's overnight travel expenses shall not result in additional taxable income to the employee. Reimbursed travel expenses are considered by the IRS to be taxable income to the traveler under the following conditions:

- Eligible meals reimbursed on single day travel,
- Meals and incidentals reimbursed in excess of published federal rates without appropriate documentation,
- Expenses for travel in excess of one year, or
- Certain travel expenses related to moving a new appointee or a current employee.

**When a University employee travels under the sponsorship of a non- University entity, travel expenses, prepayments, or billings, shall not be charged to a University account or billed to the University. Airline tickets must be obtained from the sponsor. Travel advances do not apply to University sponsored travel.**

Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by, the University, unless otherwise noted in these procedures.

## D. RESPONSIBILITIES

### 1. Traveler Responsibility

Individuals traveling on official University business must familiarize themselves with and adhere to the CSU Channel Islands Travel Policy. 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 30 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.
- d. Returning to the University within 30 days, any reimbursement or payment issued by the University which subsequently results in a refund to the individual.

### 2. 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.

### 3. Travel Reimbursement Office

University Accounts Payable Office will perform the following functions:

- a. Review/audit for compliance with policy.
- b. Verify appropriate approver.
- c. Ensure appropriate documentation is submitted.
- d. Process reimbursements and payments.

## EXCEPTIONS

Exceptions to the University Travel policy and/or these procedures may be authorized in writing by the President or his/her designee. Any delegation of such authority by the President or his/her designee must be made in writing.

Exceptions may be granted due to extenuating circumstances. Any request for an exception must document the circumstances and need for the exception. When an exception has been approved, expenses will only be reimbursed to the extent of actual costs incurred, provided such costs are deemed to be ordinary, reasonable, not extravagant, and necessary under the circumstances. For more information, see Section IX, Reporting Travel Expenses.

## III. PAYMENT OF TRAVEL

### A. PREPAID EXPENSES AND DIRECT CHARGES

Prepaid expenses such as transportation tickets and conference fees may be billed directly to the University. However, except as provided in Sections V.D., Payment of Group Subsistence Expenses, VII.A.4., Students, and VII.B.1., Prospective Employees, travelers are prohibited from charging travel-related lodging, meals, or miscellaneous expenses directly to the University. These expenses must be paid by the traveler when they are incurred and a claim for reimbursement submitted at the conclusion of the trip.

### B. CORPORATE TRAVEL CARDS

Under procedures established by University, corporate travel cards may be issued to employees who travel on official University business.<sup>2</sup> Any traveler issued such a card is **strongly encouraged** to use the card to pay for all expenses related to official University business travel, including lodging and subsistence, except where the card is not accepted. In this way, the University can document expenditures in order to negotiate for favorable rates with vendors and preferred suppliers.

The cardholder will be billed directly by the card issuing company for all expenses charged to the corporate card. The cardholder is personally responsible for paying all charges on the corporate card and for keeping the card current and available for University business use. ***The University will not reimburse or pay late fee charges incurred in connection with the corporate card.*** Corporate travel card payment delinquencies may result in the cancellation of the traveler's card or other corrective action.

The corporate travel card is valid only while an individual is employed by the University, may be cancelled at the discretion of the University, and must be relinquished to the employee's department upon termination of employment.

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<sup>2</sup> Procurement Services is responsible for negotiating contracts for University corporate card programs.

### C. CASH/NON-CASH ADVANCES

*Cash Advances* : In accordance with the procedures established by CSU Channel Islands , under any circumstances, no cash advances shall be issued to University travelers.

*Non-cash Advances*: Travel payments, such as registration fees, airline tickets, etc., made to a vendor on behalf of an employee who has not submitted a Travel Expense Claim within the 120-day period are not reportable as income to the employee, **provided the expenses are ordinary and necessary business expenses**. This requirement will be satisfied if the payment procedures (e.g., check request form) substantiate the time, place, and business purpose of the trip.

### D. PAYMENT OF EXPENSES 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 to this rule, such as supervised group trips, must be approved in advance.

(See Section V.D., Payment of Group Subsistence Expenses, for more information.)

### E. CANCELLATION OF RESERVATIONS

If a trip must be cancelled or changed, the traveler 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.

Charges 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.

## IV. 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. The President or his /her designee must approve any exception.

## A. GENERAL

### 1. Definition

Transportation expenses include the following:

Charges for commercial carrier fares; travel agency service fees; car and aircraft rental charges including fuel for rentals; private car mileage allowances; 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.

### 2. Transportation Tickets

Transportation tickets should be procured in advance in order to obtain any discounts offered by the carrier or negotiated by the University. Such tickets should be purchased from the University contract travel agency. Travelers will not be reimbursed for non-cash certificates used for the purchase of transportation tickets, e.g., frequent flyer miles.

### 3. 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.

### 4. 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 the 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.

### 5. 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. The cost of meals and lodging, parking, mileage, tolls, taxis, and ferries incurred while in transit by surface transportation may be reimbursed.

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 University 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 claim form.

6. 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 set forth in Appendix C) 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.

**B. AIR TRAVEL**

1. Commercial Airlines

a. Coach or Economy Class

Coach or any other discounted economy-class fare shall be used whenever ticketing restrictions are reasonable. This applies to all travel (domestic or international, or any combination thereof) regardless of the purpose or fund source.

b. Business or First Class

Use of business or first-class or other higher-cost services may be authorized under the circumstances listed below. Documentation of such circumstances must be provided on the Travel Expense Claim.

- 1) Business or first-class is the only service offered between two points;
- 2) The use of coach class would be more expensive or time consuming, e.g., when, because of scheduling difficulties, traveling by air coach would require an unnecessary hotel expense, circuitous routing, or an unduly long layover when making connections;
- 3) An itinerary involves overnight travel without an opportunity for normal rest before the commencement of working hours; or
- 4) The use of business or first-class travel is necessary to reasonably accommodate a disability or medical need of a traveler.

When a traveler prefers to use a higher class than the one authorized for reimbursement, the traveler must pay the incremental cost of the airfare. A documented cost comparison must be attached to the Travel Expense Claim.

In cases other than those described above, a written authorization to use business or first-class or other higher-cost service shall be obtained in advance from the President or his/ her designee. The traveler shall submit such authorization with the Travel Expense Claim.

c. Baggage Fees

The University will pay the cost 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 fees are appropriate.

- d. Airline memberships  
The *occasional use of a one-day* airline or airport membership may be approved, provided there is a significant business purpose of the use of the membership such as a planned meeting or conference call.
- e. U.S. Flag Air Carriers  
Under the Fly America Act, only U.S. carriers<sup>3</sup> shall be used for travel reimbursed from federal grants and contracts, unless one of the following exceptions applies:
- 1) Use of U.S. carrier service would extend travel time, including delay at origin, by 24 hours or more;
  - 2) 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; or
    - Extend travel time by at least 6 hours or more; or
    - Require a connecting time of 4 hours or more at an overseas interchange point.
  - 3) 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.**

2. Private Aircraft

a. Approval

Before a private aircraft (including a rented aircraft) may be used for official travel, the pilot must register with and obtain written approval from the President or his/her designee. In addition, the following requirements must be met:

- 1) The pilot must have a valid private license;
- 2) The pilot must have logged at least 10 hours of flight time within the preceding 90 days as a pilot in command of an aircraft of the same make and model as the one to be used on the trip;
- 3) To carry passengers, the pilot must either have logged a minimum of 500 hours of flight time as a licensed private pilot in command of an aircraft or possess a valid commercial (or higher type) pilot's license issued by the Federal Aviation Administration.
- 4) A current pilot history form and a certificate of insurance must be on file with the University risk management office; and
- 5) Evidence must be provided of Aviation Liability Insurance coverage with the Trustees named as additional insured and a minimum combined single limit as specified in Section VIII.D, Privately Owned Aircraft, Boats and Motorcycles.

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<sup>3</sup> Code-sharing agreements with international air carriers, whereby American carriers purchase or have the right to sell a block of tickets on an international carrier, comply with the Fly America Act Regulations. The ticket, or documentation for an electronic ticket, must identify the U.S. carrier's designator code and flight number.

Transportation expenses for a flight carrying passengers shall not be reimbursed if the University' pilot does not possess the above qualifications.

For purposes of the foregoing rule, anyone traveling in the aircraft other than the pilot is considered to be a passenger.

b. **Reimbursement Options**

When the pilot has obtained prior approval to use a private aircraft, reimbursement shall be made based on the lesser cost of one of the following two options:

- 1) **Private Aircraft Option:** An amount for mileage using the private reimbursement rate per mile shown in Appendix B, plus the cost of meals and lodging while in transit.

Mileage shall be computed on the basis of the shortest air route from origin to destination.

The Travel Expense Claim must show the aircraft registration number and shall be clearly marked "Air Miles." Only the pilot will be reimbursed for mileage expenses.

Reimbursement shall be made for actual landing and parking fees. Reimbursement is not allowed for storage or parking fees at the location where the aircraft is normally stored. However, parking and transportation costs to and from the place of storage may be reimbursed.

- 2) **Commercial Aircraft Option:** The cost of the lowest regular coach fare available for the location of travel from a standard commercial air carrier, plus the cost of transportation to and from the terminals and any meals and lodging that would have been allowed had the traveler used a commercial airline.

The cost of meals and lodging while in transit also may be taken into account in determining the appropriate reimbursement amount.

3. **Chartered Aircraft**

The actual expenses of chartering an aircraft are allowable; however, prior approval must be obtained from the President or his/her designee.

**C. AUTOMOBILE**

Persons authorized to travel by automobile (e.g., when an automobile is the most economical mode of transportation) are responsible for carrying and maintaining liability insurance if using a private vehicle. Refer to Section VIII.B., Private Vehicles for insurance requirements and allowable reimbursements in case of an accident.

1. Allowable Mileage Expense

Mileage shall ordinarily be computed between the traveler's normal work location and the common carrier or destination.

Mileage expenses may be allowed between the traveler's residence and the common carrier or destination if University business travel occurs during the traveler's non-working hours, or during a regularly scheduled day off.

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.

If an employee has a temporary assignment away from University, (e.g., single day workshop, local conference, training, etc.) which does not require an overnight stay, reimbursement shall be made for mileage expenses incurred between the University and the assignment location, or home and the assignment location, whichever is less.

Expenses for travel between the traveler's residence and normal work location (commuting expense) shall not be allowed.

2. Private Vehicles

Individuals requesting mileage reimbursement are certifying the number of miles driven is accurate. The following applies to all domestic travel.

When two or more persons on University business share a private vehicle, only the driver may claim reimbursement for mileage.

a. Standard Rate

The standard reimbursement rate per mile is set forth in Appendix B. This rate takes into account all actual automobile expenses such as fuel and lubrication, towing charges, maintenance and repairs, tires, depreciation, vehicle registration, and insurance.

According to IRS regulations, travelers who claim this rate are not required to substantiate the actual costs of operating the vehicle.

b. Rate for Travelers With Physical Disabilities

A traveler with a physical disability who must use a specially equipped or modified automobile may claim reimbursement at the standard rate per mile set forth in Appendix B. However, if the traveler incurred higher than standard operating costs, the traveler may seek reimbursement by submitting a statement with the Travel Expense Claim certifying that he or

she incurred higher operating costs associated with a specially equipped vehicle. The actual fixed and variable costs must be specified in the statement.

The traveler should refer to IRS Form 2106, Employee Business Expenses, to obtain additional information on the calculation of actual vehicle operating costs. The form is available from the following IRS web site: <http://www.irs.gov/pub/irs-pdf/f2106.pdf>

The departmental authority that approves the travel is responsible for documenting the traveler's need to use such a vehicle.

### 3. Rental Cars

#### a. Authorization to Rent

A vehicle may be rented when renting would be more advantageous to the University than other means of commercial transportation, such as using a taxi. Advance reservations should be made whenever possible and a compact, economy or intermediate class vehicle requested. These classes should be used unless a no-cost upgrade is provided or if the recommended sizes are not adequate to meet the business purposes of the trip.

The traveler is responsible for obtaining the best available rate commensurate with the requirements of the trip. The discount negotiated with car rental agencies should be requested when available. Enterprise Rent A Car is the primary negotiated car rental company of the University. National is secondary. More information regarding car rental is available from the following the CSU Channel Islands Procurement and Contract Services website: <http://www.ci.edu/procurement/index.htm>

Travelers are **strongly encouraged** to return their rental cars with a full tank of gas purchased prior to dropping off the vehicle. Gas should not be purchased from the rental car agency due to the increased cost and additional fees that may be applicable.

The rental car agency's University identification number (Enterprise Rental Codes are located on Z: drive) should be given to the agency at the time of rental in order to secure the contract rate and ensure that the vehicle is covered by physical damage insurance.

#### b. Direct Billing

Rental Cars may be booked directly with the individual rental car company or through a designated travel agency.

The two (2) recognized forms of payment for Commercial Rental Car contracts with Enterprise and National are:

- 1) The Car Rental Business Travel Account (CRBTA); and
- 2) The individually issued corporate travel card

Cash, personal checks, and personal credit cards are **not** authorized forms of payment for the commercial rental car contracts.

University are encouraged to use the card-less, direct billing, CRBTA account for rental car charges. The CRBTA provides a central billing system the rental car company, the travel agency, and the corporate credit card provider.

University American Express Business Travel Account (BTA) can establish a supplemental CRBTA by contacting their assigned corporate card representative.

4. University Vehicles

University vehicles shall be used in accordance with established University procedures.

5. Miscellaneous Automobile-related Expenses

Charges for ferries, bridges, tunnels, or toll roads may be claimed by the vehicle operator. Reasonable charges for parking while an employee is on travel status or on University business away from regular duties also will be allowed for the following:

- a. Day parking on trips away from an employee's normal work location;
- b. Day and all night parking on overnight trips away from an employee's normal work location or residence if free overnight parking is not available; and
- c. Parking charges incurred when an employee without a location parking permit is occasionally required to drive to and from normal work location.

Valet parking charges in excess of normal parking charges shall be borne by the traveler, unless the traveler obtains an exception.

**D. RAIL OR BUS**

Rail or bus transportation may be used when required by the destination or by business necessity. If a traveler's destination is served by a regularly scheduled airline, however, the use of rail transportation shall be reimbursed in accordance with the procedures specified in Section IV.A.5., Surface Transportation Used in Lieu of Air Travel. This rule does not apply to inter-city rail travel that is equivalent to air transportation in total travel time.

Reimbursement for the cost of Pullman roomette accommodations is allowed. If more expensive accommodations are used, the traveler must justify the expense in a written explanation submitted with the Travel Expense Claim.

If accommodations are included in the rail fare, e.g., Pullman roomette accommodations, lodging expenses shall not be reimbursed for each night that such accommodations are used.

**E. 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. If the fare does not include

subsistence, reimbursement shall be based on the traveler's actual daily expenses, subject to the limits set forth in Section V., Subsistence Expenses. A full explanation of the circumstances that necessitated such expenses must be submitted with the Travel Expense Claim.

## **F. OTHER FORMS OF TRANSPORTATION**

### **1. Local Public Transportation, Shuttle Service, and Taxis**

Local public transportation fares (e.g., buses, subway, streetcars) shall be allowed. The cost of shuttle service (including airport limousine service, if appropriate) to and from an airport or railroad station, plus reasonable tips, is allowable to the extent such service is not included in air or rail fares. Taxi fares, including tips, shall be allowed when the use of public transportation or airport shuttle service is impractical or not available. The cost must be reasonable in relation to personal car use costs, including parking, tolls, etc.

### **2. Motorcycles**

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.

### **3. Special Conveyances**

Charges for using other types of conveyance (such as a helicopter or boat) shall be allowed when the use is beneficial to the University and when the fare for the conveyance is not included in the original cost of the common carrier fare.

An explanation justifying such use must accompany the Travel Expense Claim, unless the President or his/her designee has established a blanket authorization for this type of travel. A copy of the authorization shall be attached to the Travel Expense Claim.

## **V. SUBSISTENCE EXPENSES**

For purposes of determining the applicability of this section, 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. Subsistence expenses for travel within 25 miles of an employee's headquarters or residence shall not be reimbursed.

Subsistence expenses incurred while on travel status consist of charges for lodging and meals and incidental expenses. Incidentals includes fees and tips given to porters, baggage carriers, bellhops, hotel housekeepers, stewards or stewardesses and others in ships, and hotel servants in foreign countries; transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site; and the mailing cost associated with filing travel expense claims and payment of employer-sponsored charge card billings.

Expenses reimbursed must be ordinary, reasonable, not extravagant, and necessary to accomplish the official business purpose of the trip. Only expenses actually incurred and substantiated are reimbursable. Actual

expenses must be documented in accordance with **Section IX.B.2, Documentation Requirements, to be eligible for reimbursement.**

If the traveler is unable to provide a required receipt, they must include a Lost and Missing Receipt form with the Travel Expense Claim (TEC). Form may be downloaded at <http://www.ci.edu/accountspayable/forms.htm>

No expenses for meals or incidentals will be reimbursed for travel of less than 12 hours except under the circumstances listed below in **Section C., Travel of Less Than 24 Hours.**

## **A. LODGING**

Travelers may secure lodging when traveling on business more than 25 miles (one way) from their normal work location or home, whichever is closer. Lodging expenses must not be extravagant and should be reasonable for the locality of travel. Refer to Sections XII., Travel to Alaska, Hawaii or the U.S. Possessions and XIII., International Travel for guidance regarding lodging outside the continental United States.

### **1. California City and County Transient Occupancy Taxes Exemption**

In some California cities and counties, University employees traveling on official business are granted an exemption 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 and claim exemption from the tax upon arrival. The traveler may be required to complete an exemption certificate. The option to grant the exemption is at the discretion of the hotel.

State of California Form STD 236, Hotel/Motel Transient Occupancy Tax Waiver (Exemption Certificate for State Agencies) may be found at: <http://www.ci.edu/accountspayable/forms.htm>  
Some hotel/motel may have their own adapted version of the form.

### **2. Use of 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 (see Appendix C)

### **3. Lodging With a Friend or Relative**

When a traveler lodges with a friend or relative while on official business for the University, a non-cash gift, such as flowers, groceries, or a restaurant meal, may be provided to the host. The type of gift provided should be in compliance with the use rules surrounding the funds used for reimbursement. The actual cost of such a gift may be reimbursed up to \$75. A receipt must be provided for gifts costing \$25 or more. Only one reimbursable gift per stay may be provided to a host.

## B. MEALS WHILE TRAVELING

The reimbursement of daily meal and incidental expenses for travel within the continental United States will be based on actual amounts incurred subject to the daily maximum reimbursement cap set forth in Appendix C. **Meals and Incidental Expenses Reimbursement Cap** is the maximum amount authorized for reimbursement of actual daily meal and incidental expenses for travel within the continental United States. Travelers may only seek reimbursement for their actual expenses up to the cap amount. This reimbursement cap ***shall not be treated as a per diem***. For purposes of the reimbursement cap incidental expenses include tips and fees for services, e.g., for waiters, baggage handlers, etc.

Expenditures above the cap are the responsibility of the traveler unless a documented exception is approved.

Reimbursement procedures relating to travel outside the continental United States are found in Sections XII., Travel to Alaska, Hawaii or the U.S. Possessions and XIII., International Travel of this document.

### 1. Meals Provided as Part of the Event

In the event the traveler must forego the provided meal for health or business reasons, an explanation for the purchase of the meal replacement must accompany the claim. Supporting documentation may be requested and required.

### 2. Hospitality Meals

Expenses for meals incurred by employees who provided hospitality while on travel status are reimbursable in accordance with Executive Order 761 Hospitality, Payment or Reimbursement of Expenses and Policy on Hospitality Expenditures.

## C. TRAVEL OF 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.<sup>4</sup> If the traveler is unable to provide a lodging receipt, he or she must include a statement with the Travel Expense Claim explaining why a receipt is not available (e.g., the traveler lodged with a friend or relative, stayed overnight at the airport, or took alternative transportation that required the traveler to be away overnight).

For a trip of less than 24 hours within the continental U.S. that includes an overnight stay, reimbursement shall be authorized for the actual cost of lodging, and meals and incidental expenses subject to the daily maximum amount set forth in Appendix C for Travel of Less Than 30 Days. The maximum amount for a single day shall be authorized for the entire trip, even if the trip takes place over two consecutive workdays.

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<sup>4</sup> The overnight-stay requirement does not apply to meal reimbursements authorized under EO 761: Hospitality, Payment or Reimbursement of Expenses.

1. Overnight Stay Exception

If an exception to the overnight-stay requirement is allowed by the approving authority, the amount of the meal(s) reimbursed becomes reportable and taxable. The amount will be reported to Payroll and included in Box 1 of the employee's W-2 form. Under no circumstances will expenses for lunch be reimbursed for travel of less than 24 hours.

Appendix D provides additional information and examples on the reimbursement of meals and incidental expenses for travel of less than 24 hours.

**D. PAYMENT OF GROUP SUBSISTENCE EXPENSES**

The University may negotiate agreements with restaurants, hotels, and similar establishments to furnish subsistence to a group or groups of University employees when it is to the University's advantage. Under such an agreement, the vendor may be paid either by the group leader or by billing the University.

Reimbursement of such expenses may be claimed by group travelers as follows:

- Group leaders who pay all or part of the group's expenses may be reimbursed by submitting a claim for the actual expenses incurred. The claim must be accompanied by the vendor's invoice/receipt showing payment in full.
- Members of a group who have some portion of their subsistence expenses paid by the group leader may claim reimbursement for the remainder of their subsistence expenses.

**E. PERSONAL TRAVEL COMBINED WITH UNIVERSITY BUSINESS TRAVEL**

Generally, there are two reasons for altering business-related travel for personal convenience:

- Utilizing a different method of transportation, and
- Extending travel for personal reasons

When a different method of transportation is used for personal convenience, such as driving instead of flying, the traveler will pay the lesser cost of the two methods. If the alternate method is used and requires additional time, the staff member must use his/her own personal time.

When travel on state business is extended for personal reasons, the University will only reimburse the staff member for expenses during the time he/she would have been required to travel were the trip not extended for personal reasons.

**VI. MISCELLANEOUS TRAVEL EXPENSES**

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. The Travel Expense Claim must include an explanation of why such expenditures are being claimed. Following is a non-exhaustive list of reimbursable and non-reimbursable travel related expenses.

**A. TIPS**

The University will reimburse reasonable and customary gratuities (generally up to 20% of the total bill) for items such as shuttle driver tips. Meal tips are reimbursed as part of the meal expense; taxi tips are

reimbursed as part of the taxi expense; valet tips (if exception is granted) are reimbursed as part of the parking fee.

Tips and gratuities for extended travel or travel outside the continental U.S. that are over and above tips reimbursed as part of the per diem are reimbursable if reasonable and incurred while traveling on official University business.

## **B. BUSINESS RELATED EXPENSES**

Such expenses include, but are not limited to: internet and travel booking fees; word processing services; equipment rentals; fax and computer expenses; copy services; overnight delivery/postage; purchase of materials and supplies, when normal purchasing procedures cannot be followed; rental of a room or other facility for the transaction of official business; local and long-distance telephone calls (including one reasonably brief, non-emergency, personal call home per day); and laundering, cleaning, or pressing of clothing if a trip exceeds six days.

## **C. REGISTRATION/EVENT FEES**

Registration fees for attendance at conferences, conventions, or meetings of professional or learned societies.

## **D. NON-REIMBURSABLE EXPENSES**

This section identifies various expenses not addressed elsewhere in this policy/procedures that are not permitted using University funds. This list is only meant to provide examples of expenses that will not be reimbursed by the University.

Such expenses include but are not limited to personal domestic ATM/credit card fees; fines/citations; clothing and accessories; commuting expenses; frequent traveler program participation; FastTrack (or equivalent); club membership fees; luggage (lost luggage may be covered, see Section VIII.E., Personal Property or Baggage Loss); personal entertainment; personal care; and dependent/pet care.

Exceptions for expenditures that are typically non-reimbursable, and arise because of special or unusual circumstances, must be documented, and authorized or approved by the appropriate approving authority.

# **VII. SPECIAL TRAVEL SITUATIONS**

## **A. UNIVERSITY TRAVELERS**

Travelers in this category include visiting academic appointees, faculty members on sabbatical leave, students, and post-docs and other non-degree candidates. Travel expenses for these travelers must be paid, reimbursed, and reported in accordance with the provisions of these procedures.

### **1. Faculty Member on Sabbatical Leave**

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. For more information on temporary travel refer to Sections XI., Travel within the Continental United States - 30 Days or More; XII., Travel to Alaska, Hawaii or the U.S. Possessions and XIII., International Travel for guidance regarding lodging outside the continental United States.

Any sabbatical travel expenses allocable to a spouse or dependent(s) are considered taxable; accordingly, such expenses may not be reimbursed. See Section B.5., Spousal Travel, below.

2. School Site Teacher Candidate Supervisors

Due to the unique nature of the CalStateTEACH program, the following specific implementation procedures from the CalStateTEACH Faculty Handbook will apply.

In their roles as School Site Teacher Candidate Supervisors, faculty will typically be reimbursed from their homes to school sites since CalStateTEACH faculty do not work at the University, nor do they have a designated work space (office) on the University. Their homes are considered their work base.

Faculty will be reimbursed at the established mileage reimbursement rate according to the description below that fits each travel situation:

- Home/ University to school site to home/ University, whichever distance is shorter
- Home/ University to school site to additional school site(s) - including travel between schools – to home/ University
- Home/ University to school site to home/ University to another school site in the same day. May apply when either there is substantial time between school visits, or the route from school site 1 to home to school site 2 is the best way to travel between the two school sites.
- Home to University to home for meetings - when the distance from home to University is greater than 50 miles one way.

3. Visiting Academic Appointees

An academic appointee with a Visiting title who is employed on a full-time, temporary basis may be reimbursed for travel and related expenses incurred by reason of his/her appointment.

4. Students

A student may be reimbursed for travel expenses when there is a direct connection between the expense and the business purposes of the University.<sup>5</sup> Refer to Executive Order 1041 for the Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement To Pay Claims requirement.

Departments may also reimburse students for degree-related educational travel expenses, e.g., to attend a conference or visit a field site or laboratory facility.

The business purpose of the travel must be substantiated on the Travel Expense Claim, or other substantiating documentation must be provided, such as a copy of the meeting/conference program. Travel will be considered to have a University business purpose if the travel:

- Directly supports a faculty member's project or research program, or
- Is an integral part of the graduate student's degree work, or
- Is required for attendance at student-oriented meetings, student government events, University athletic events by student athletes, and the like, or
- Enables the student to attend a conference to present research findings for the University or to act in some other capacity on behalf of the University.

Transportation expenses for group travelers may be billed directly to the University, in accordance with Section V.D., Payment of Group Subsistence Expenses. Travel arrangements should be made through the University-designated travel agency.

Student athletes who participate in off-site athletic events are also subject to NCAA rules and regulations governing travel. See the Athletics Operations Policy Manual located at: <http://www.calstate.edu/csp/documents/aopm.pdf> for additional information.

#### 5. Post-Docs and Other Non-degree Candidates

Post-Doctoral fellows may be reimbursed for travel expenses if there is a University business-related reason for the 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.<sup>6</sup>

Such individuals may also be reimbursed for travel related to their training, e.g., to visit a field site or an off- University laboratory. The department must certify that the travel directly supports faculty research or other scholarly programs.

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<sup>5</sup> Travel funded under a scholarship or fellowship is subject to IRS reporting as set forth in Internal Revenue Code and Regulations: Section 117, Qualified Scholarships and Section 162, Trade or Business Expenses. Refer to IRS Publication 970: Tax Benefits for Education.

<sup>6</sup> See Footnote 5

## **B. NON- UNIVERSITY TRAVELERS**

Travelers in this category include prospective employees, independent contractors and consultants, inbound travelers hired by the University for a temporary assignment, volunteers, foreign visiting scholars, and spouses.

Allowable travel expenses for non- University travelers are subject to the provisions of these procedures. A Travel Expense Claim must be submitted in accordance with the requirements set forth in Section IX., Reporting Travel Expenses.

Travel expenses incurred by non- University travelers shall not be reimbursed from a University fund source unless the travel has been approved in advance by the inviting department.

### **1. Prospective Employees**

#### **a. Authorization**

The University may reimburse the actual travel expenses related to interviewing prospective employees, when such expenses are necessary to acquire key personnel for employment at the University. Authorization shall be obtained before any commitment to reimburse travel expenses is made to the prospective employee.

Reimbursement of allowable expenses is not taxable if the expenses are properly substantiated. In addition, at the President's or his/her designee's discretion, actual travel expenses may be reimbursed for spouses who accompany candidates for faculty or high-level administrative positions, including Manager and Senior Professional positions, on final interviews.

#### **b. Allowable Expenses**

Actual transportation expenses shall not exceed one round-trip coach airfare between the prospective employee's current residence and the interview location for each round of interviews. Subsistence and non-personal miscellaneous expenses also may be reimbursed. Transportation and lodging expenses for such individuals may be paid directly by the University. Such travel arrangements should be made by the department through the University' designated travel agency.

### **2. Independent Contractors and Consultants**

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.).

3. Temporary Assignments

Individuals (including employees, independent contractors, and consultants) hired by the University for temporary assignments that do not last more than one year may be reimbursed for travel expenses, including meals and lodging.

Such individuals must incur lodging expenses that duplicate the expenses of a permanent residence in another location and satisfy one of the following criteria:

- a. The traveler has a member or members of his/her family currently residing at the permanent home; or
- b. The traveler intends to return to the vicinity in which his/her claimed residence is located.

The reimbursement for lodging shall be reduced by any amount received by the traveler for renting out his/her primary residence.

Expenses to be reimbursed for temporary assignments are subject to the reporting and substantiation rules outlined in these procedures, including those for extended length of stay and locations outside of the continental United States.

4. Volunteers

The University may reimburse the pre-authorized travel expenses of volunteers who are performing services on behalf of the University, provided the expenses are properly substantiated. If the reimbursement does not exceed the substantiated expenses, such payments are not subject to withholding or reporting.

5. Witnesses

The University may reimburse the actual travel expenses related to interviewing witnesses or other parties involved in litigation matters, when such expenses are necessary to acquire key information for legal purposes. Authorization shall be obtained before any commitment to reimburse travel expenses is made to the individuals.

6. Foreign Visiting Scholars

A foreign visiting scholar who is an employee of another entity (e.g., a foreign University) may be reimbursed for substantiated travel expenses. Such amounts are excludable from the individual's income, are not reported as compensation, and are exempt from withholding and payment of employment taxes.

A foreign visiting scholar who is an independent contractor may be reimbursed for travel expenses provided the expenses are properly substantiated and the amount of the reimbursement does not exceed the substantiated expenses. If these requirements are met, such payments are not subject to withholding or reporting.

Payments to foreign visitors, including advances for airfare, and reimbursements for travel expenses, may be restricted by the visitor's visa status or other requirements established by the Department of Homeland Security. In most cases, additional documentation must be provided by the visitor in

advance of reimbursement. Refer to the University Non-Resident Alien Tax coordinator for more information.

7. Spouse or Registered Domestic Partner Travel

The travel expenses of a spouse or registered domestic partner<sup>7</sup> who accompanies a University business traveler (e.g., the Provost, Vice President, or other employees as approved by the President or his/her designee) 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.

Generally, protocol or tradition dictates when the participation of a high-level official's spouse or registered domestic partner is required at official University functions, such as alumni gatherings, fund-raising or ceremonial activities, certain athletic events (see below), and community events. Documentation should be provided with the Travel Expense Claim to show that the spouse or registered domestic partner's attendance at the function meets the above conditions (e.g., an event or meeting agenda, or a letter of invitation requesting that the spouse or registered domestic partner attend the meeting or 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.

**Funding**

Spouse or registered domestic partner travel expenses may not be charged to operating 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. Various non-state funds controlled by the University may be used to fund spouse or registered domestic partner travel, but only within the restrictions, if any, governing the use of the fund and within the policy set forth in these procedures.

8. Athletic Travel – Spouse/Domestic Partner and Other Family Members

Travel by a spouse or registered domestic partner who accompanies an athletic director (or assistant director or head coach) to sporting events such as bowl games and tournaments is presumed to have a bona fide University business purpose in situations where the NCAA or potential donors expect that certain high-ranking members of the athletic department, and their spouses or registered domestic partners, will participate in events associated with these athletic activities.

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<sup>7</sup> A domestic partnership is established when persons meeting the criteria specified by Family Code section 297 file a Declaration of Domestic Partnership (Form NP/SF DP-1) with the California Secretary of State.

The travel expenses of a spouse or registered domestic partner incurred in the pursuit of such activities may be reimbursed provided documentation, such as an NCAA event agenda, is provided to substantiate the business purpose of the travel. Such amounts are not taxable or subject to reporting.

Travel expenses incurred by other family members generally do not satisfy the bona fide University business purpose test and therefore are not reimbursable.

## **VIII. TRAVEL RELATED INSURANCE**

### **A. EMPLOYEES**

All University employees, including those engaged by the University in connection with research grants and contracts, are routinely covered 24 hours a day, worldwide, against accidental death or dismemberment while on an official University business trip or while engaged in designated extra-hazardous activities on behalf of the University.

In addition, all University employees are provided with Workers' Compensation coverage for work-related injury or illness that occurs during a University-approved and -funded business trip.

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.

Refer to the following web site for information on University insurance coverage for employees:

<http://www.ci.edu/hr/riskmgmt.htm>

Specific questions regarding Risk Management should be directed to the University Risk Management Director.

### **B. 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 University 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.

When a privately owned vehicle operated by an employee is damaged by collision or receives other accidental damage, reasonable reimbursement for repairs incurred by the employee shall be allowed under the following conditions:

- The damage occurred while the vehicle was being used on official state business with the authorization of the employing University.
- The vehicle was damaged through no fault of the employee.
- The amount claimed is an actual loss to the employee, which is not recoverable either directly from or through the insurance coverage of any of the parties involved in the accident.
- The amount of the loss claimed does not result from a decision of an employee not to maintain collision coverage.
- The claim is processed in accordance with prescribed procedures.

Expenses that can be recouped from insurance are not eligible for reimbursement. The amount reimbursed shall be based on receipts submitted by the employee to the individual who authorized the travel. ***The reimbursement may be charged to the department or to another appropriate account as designated by the President or his/her designee.***

Additional information may be found in the University Risk Management Procedure and Guidelines under What to do When an Injury occurs. This document may be found at: <http://www.ci.edu/hr/riskmgmt.htm>

### C. RENTAL VEHICLES

Travelers are expected to use rental agencies with which the University has system-wide contracts that include insurance coverage. The following rules apply to insurance coverage for rental cars:

1. On contract rental vehicles used in the continental United States, charges for additional insurance are not allowable, including any charge for a collision damage waiver (CDW).
2. Additional charges for insurance coverage will not be reimbursed if a non-contract agency is used, unless no car rental company in the area has such an agreement with the University.
3. The cost of full collision coverage for rental cars used in Alaska, Hawaii, U.S. possessions, and foreign countries, is allowable.
4. A vehicle rented from an agency with which the University has an agreement is not covered by insurance when it is being used for a personal day of travel.

Some rental car agreements contain special coverage provisions that differ from the general coverage rules detailed above.

University risk management office should be contacted for information on University-specific contracts or insurance coverage.

A University traveler may be reimbursed for property damage to a rental vehicle only if such expenses were incurred on days the vehicle was being used for University business purposes. The amount reimbursed may be charged to the traveler's department, the department sponsoring the traveler, or to an account designated by the President, or his/her designee as appropriate.

The traveler shall submit with the Travel Expense Claim a brief description of the damage to the vehicle, including an explanation of the cause of such damage, and either a police report or a report prepared by the rental company.

#### **D. PRIVATELY OWNED AIRCRAFT, BOATS, MOTORCYCLES**

Traveler must obtain prior approval and is required to provide evidence of personal liability insurance if using privately owned aircraft or boats for the purpose of conducting University business.

Motorcycle use is not allowed.

When private aircraft are used on University business, the appropriate University officials are responsible for requiring that employees have adequate Bodily Injury, Property Damage, and Passenger Liability insurance coverage. The minimum prescribed liability insurance coverage is as follows:

1. Fixed Wing General Aviation Aircraft  
Maximum seating capacity of 6  
Aircraft Liability Insurance with \$10,000,000 Combined Single Limit per occurrence.
2. Rotor Wing General Aviation Aircraft with crew  
Maximum seating capacity of 6  
Aircraft Liability Insurance with \$10,000,000 Combined Single Limit per occurrence.
3. Fixed Wing General Aviation Aircraft with or without crew  
Maximum seating capacity of 20 but not less than 7  
Aircraft Liability Insurance with \$50,000,000 Combined Single Limit per occurrence.

#### **E. 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.boc.ca.gov/>

## **F. 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 University Risk Management/Insurance officer should be informed as soon as possible.

Employees covered by the Group Life insurance plan through Standard Insurance Company are also covered by the MEDEX Travel Assist program (Group #7088) when traveling at least 100 miles from home or in a foreign country. For more information see your University Payroll/Benefits office. Additional information about coverage can be found at:

[http://www.calstate.edu/Benefits/carrier.materials/2005\\_Medex\\_Brochure.pdf](http://www.calstate.edu/Benefits/carrier.materials/2005_Medex_Brochure.pdf).

## **IX. REPORTING TRAVEL EXPENSES**

A Travel Expense Claim (Form STD 262 or an equivalent, or an electronic version) shall be used to account for all travel expenses incurred in connection with official University travel.<sup>8</sup>

When properly completed and approved, this form is used to reimburse the traveler for any additional amounts due. For direct billing arrangements that have been approved in advance, a Claim must still be processed as verification that the expense was incurred even if no reimbursement is due the traveler.

### **A. REPORTING PERIOD**

The Travel Expense Claim must be submitted to the University Accounts Payable Office within 30 days of the end of a trip. When there is recurrent local travel, claims may be aggregated and submitted monthly. When a trip lasts more than 90 days, the traveler must submit a quarterly report of expenditures to the University Accounting office.

### **B. COMPLETION OF A TRAVEL EXPENSE CLAIM**

The total amount of all expenses pertaining to a particular trip must be accounted for when submitting a Travel Expense Claim. Except for trips that require quarterly reporting, all expenditures for a trip should be reported on one Travel Expense Claim. Previously reimbursed amounts related to the trip should be detailed on the claim. Supplemental Claims may be submitted if necessary, but must be clearly marked "Supplemental" and must identify the original Claim submitted in connection with the travel.

#### **1. Substantiation of Expenses**

Substantiation must include the following:

- a. The date and time of departure from and return to the traveler's normal work location or residence. When any personal leave is taken while on official travel status, the number of personal days must be specified on the Claim.
- b. The origin and destination of the trip and the route taken. Travel within a local area also should be indicated; continuous travel between major points, such as from city to city, should

<sup>8</sup> Some locations may use an electronic Expense Report that is equivalent to the Travel Expense Claim.

be shown separately. Any substantial deviation from the distance shown in a standard highway mileage guide must be explained.

- c. The purpose for the travel or the nature of the business benefit derived as a result of the travel.
- d. The amount of each expenditure listed by date and location.
- e. Claims for reimbursement of expenses paid for others shall be submitted by the group leader and must include the names of persons on whose behalf expenses were incurred, an itemization of the expenses, and other pertinent supporting documentation. For additional information on group expenses, see Section V.D., Payment of Group Subsistence Expenses.

## 2. Documentation Requirements

### A. Receipts

An itemized receipt:

- 1) Demonstrates the cost (shows what was purchased), and
- 2) Provides proof of payment (shows how was it paid)

The original itemized receipts for the following must be submitted with the Travel Expense Claim:

- Receipts for all airline expenses.
- Receipts for all lodging expenses except where per diems are authorized for lodging expenses (e.g., long-term travel or international). Since hotel receipts may include charges that are not reimbursable, the traveler shall not be reimbursed for lodging expenses unless the receipt presented by the traveler contains itemized charges for the room, e.g., taxes, telephone, etc.
- Receipts for all rental car expenses.
- Receipts for all private aircraft landing and parking expenses.
- Receipts for all extraordinary items, such as repair of accidental car damage, supported by appropriate justification.
- An agenda, itemized receipt, or other supporting documentation for all registration fees.
- Any reimbursable item costing \$25 or more.

### B. Electronic Receipts

Electronic receipts are acceptable provided that the detail contained in an electronic receipt is equivalent to the level of detail contained in an acceptable paper record. For example, an electronic receipt must show the name of the payee, the amount of the charge, the transaction date, and the form or payment. When required to ensure adequate documentation of the costs incurred, the traveler is responsible for providing additional detail, e.g., a receipt with itemized hotel charges.

E-mailed or faxed documentation provided by an airline or travel agency for electronic ticketing expenses for airfare is acceptable for substantiating such expenses. A copy of the faxed itinerary and receipt or a copy of the e-mail itinerary and receipt printed locally should be attached to the Travel Expense Claim.

### C. Travel Packages Purchased from Internet Vendors.

Travel "packages" from Internet vendors typically do not itemize expenses. Therefore, no business-related travel should be booked through such vendors unless the traveler has confirmed that each aspect of the package will be separately itemized (e.g., itemized hotel charges, airfare) to assure appropriate documentation for reimbursement.

**D. Missing Original Receipts**

When original receipts are required but cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, Lost and Missing Receipts Form should be completed and submitted together with the TEC form. The form may be found at: <http://www.ci.edu/accountspayable/forms.htm>

The administrator/approving authority must provide written approval on the travel claim form for the expense. In the absence of a satisfactory explanation or administrator approval, the amount involved will not be reimbursed.

**C. CERTIFICATION OF TRAVEL EXPENSES**

The traveler must sign the Travel Expense Claim certifying that the amounts claimed are a true statement of the expenses incurred while on official University business and that the original of all required receipts has been submitted. For expenses where a receipt is not required, (e.g. expense is less than \$25), the employee's signature is substantiation for that expense.

Submission of the Travel Expense Claim under a traveler's electronic authorization will be considered certification that the traveler incurred the expenses being claimed. In accordance with IRS regulations, an electronic signature must:

1. Identify the traveler who is submitting the electronic form;
2. Authenticate and verify the submission; and
3. Be the final entry in the submission.

**X. APPROVAL OF TRAVEL EXPENSE CLAIM**

The approving signature provides additional substantiation for expenses where a receipt is not required, (e.g. expense is less than \$25). Approvers may request receipts or additional documentation if it appears that an employee is routinely claiming the same amounts for the same items. For example, travelers should be required to submit meal receipts if it appears they are treating the meal and incidental reimbursement cap as a per diem by routinely claiming the maximum amount of the cap.

The Travel Expense Claim should not be approved by a person who reports directly or indirectly to the traveler. Persons delegated the authority to approve travel shall not approve their own travel. In addition, travelers may not approve the travel of a near relative, e.g., spouse, registered domestic partner, significant other, child, parent, etc.

The travel expenses for each University President, including a spouse, registered domestic partner, or an Associate of the President, will be approved by the University Chief Financial Officer.

Travel expenses incurred by Vice Presidents and Deans may be approved by a Vice President (or other responsible administrator) designated by the President. The President may designate more than one approving Vice President, if desired, due to workload considerations.

In lieu of reviewing and approving each Travel Expense Claim, the designated Vice President<sup>9</sup> may:

1. Appoint a high-level individual on his/her staff who is knowledgeable about the travel regulations to review and approve the Travel Expense Claim for policy compliance, and
2. Review and sign a periodic report (produced no less frequently than monthly), which details the business purpose for each trip taken. A copy of this report should be attached to the relevant travel expense claim.

Authority delegated to the designated Vice President may not be re-delegated to another individual, except when the Vice President is not available due to business travel, vacation, illness, or other leave. Travel expenses of the designated Vice President will be approved by the President or his/her designee, provided that the individual does not report to the Vice President.

## **XI. TRAVEL WITHIN THE CONTINENTAL UNITED STATES – 30 DAYS OR MORE**

A long-term daily expense rate shall be authorized when a traveler can reasonably be expected to incur expenses in one location comparable to those arising from the use of establishments catering to long-term visitors, and when the traveler is expected to be in one location for 30 or more consecutive days but not in excess of one year. Hotels, apartment complexes and other lodging establishments which offer cooking facilities will frequently offer weekly or monthly rates.

For domestic travel assignments of 30 days or more within the continental United States, an authorized per diem allowance for lodging (excluding taxes), meals and incidentals should be determined by the authorized approver based on an estimate of actual daily expenses.

The agreed upon rate for reimbursement shall not exceed the maximum applicable federal per diem rate for the destination as published by the General Services Administration at <http://www.gsa.gov/portal/category/21287>

The daily expense rate is computed by dividing the monthly lodging costs (determined by estimating actual expenses) plus an appropriate amount for meals and incidental expenses (not to exceed the amounts specified in Appendix C), by the number of days of occupancy in the rental period. Receipts are not required for meals and incidental expenses when applying the daily expense rate.

The following recurring expenses may be considered part of the lodging cost when a traveler rents a room, apartment, house, or other lodging on a long-term basis:

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<sup>9</sup> The “designated Vice President” also includes any other responsible administrator designated by the President.

- Rental cost of a furnished dwelling;
- Utilities;
- Monthly base telephone charges.

Actual costs paid for **lodging taxes**, which are not included in the published per diem rates, may be reimbursed as a miscellaneous expense.

#### **A. INDEFINITE TRAVEL – 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).

Accordingly, for an employee whose indefinite assignment requires a change of residence in order to undertake an assignment, who plans to return at the end of the assignment, and who expects to remain in a single location for more than one year, subsistence expense reimbursement shall be treated as follows:

1. The entire reimbursement, effective as of the first day of the traveler's assignment, shall be included in the employee's gross income subject to withholding for income and applicable employment taxes;
2. The subsistence reimbursement must be paid through the payroll system as additional income subject to withholding;
3. The reimbursement for such assignments shall be limited to 2 years. An exception may be granted by the President to extend the reimbursement for a longer period of time; and
4. The cost of moving the employee to and from the location of the indefinite assignment shall be reimbursed in accordance with University moving policies (refer to the current HR/Benefits Technical Letter on Moving and Relocation).

To compensate for additional federal and state income taxes and employment taxes owed by the employee, the reimbursement rate for subsistence expenses may be increased up to 150% of the per diem rate that has been negotiated for domestic travel of 30 days or more.

A separate calculation of the amount of the increase must be made for each employee, taking into account each employee's additional federal and state income tax liability and liability for employment taxes. The formula provided by the IRS for grossing up payments to cover an employee's tax liability should be used to calculate the increase. See Appendix F for examples based on the IRS Tax Gross Up Formula.

Under IRS regulations, the following situations also are considered indefinite assignments:

1. **Indefinite Assignment Ends Prematurely**  
An indefinite assignment that is realistically expected to last more than one year shall be considered indefinite regardless of whether it actually exceeds one year. Thus, any amounts withheld in connection with the employee's travel expense reimbursements would not be refundable if the assignment ends prematurely.

2. Temporary Assignment Extended

If a temporary assignment is realistically expected to last for one year or less, but at some later date is extended to exceed one year, then the assignment shall be treated as temporary until the date the employee's realistic expectations change. Thus, travel expense reimbursements would not be taxable for the period of the assignment that was expected to be temporary. Travel expenses reimbursed thereafter must be included in the employee's income subject to withholding.

3. Indefinite Assignment Interrupted By Trips To Former Residence Or To Normal work location

An indefinite assignment that is interrupted by occasional trips to the employee's former residence or normal work location shall be subject to the one-year rule. Such return trips do not change the tax status of an indefinite assignment.

## **XII. TRAVEL TO ALASKA, HAWAII OR THE U.S. POSSESSIONS**

### **A. ASSIGNMENTS OF LESS THAN 30 DAYS**

Costs are generally higher in areas outside the 48 contiguous United States, including domestic areas such as Alaska, Hawaii and U.S. possessions. Travelers to these areas will receive a fixed amount per diem for meals and incidentals based on the Federal Per Diem rate for the destination of travel. Lodging shall be reimbursed based on actual costs incurred as supported by an original itemized receipt.

Prevailing rates on non-foreign area per diems are published periodically by the U.S. Department of Defense and may be found at <http://www.gsa.gov/portal/category/21287>.

These rates are, recognized by the IRS and are in effect on the date of travel.

### **B. TRAVEL LESS THAN 24 HOURS**

The actual, necessary and non-extravagant cost of lodging for an overnight stay associated with travel of less than 24 hours within Alaska, Hawaii and U.S. possessions shall be reimbursed when supported by an original receipt or a statement explaining why a receipt is not available.

The reimbursement of meals and incidental expenses shall be calculated in multiples of the applicable non-foreign area per diem rate based on the total number of hours between the time of arrival at the Alaskan, Hawaiian or U.S. Possessions location and the time of departure.

For partial days, hours should be rounded to the nearest quarter day as follows:

- 3 hours up to 9 hours equals 1/4 day or 25%;
- 9 hours up to 15 hours equals 1/2 day or 50%;
- 15 hours up to 21 hours equals 3/4 day or 75%; and
- 21 hours up to 24 hours equals 1 day or 100%.

### **C. TRAVEL OVER 30 DAYS**

The per diem allowance for travel assignments of 30 days or more within Alaska, Hawaii and U.S. possessions should be determined by the traveler's management based on an estimate of actual daily

expenses. Refer to Section XI., Travel within the Continental United States – 30 Days or More for instructions on calculating the daily expense rate.

The rate for reimbursement shall not exceed the maximum non-foreign locality per diem rate applicable for the destination as published by the U.S. Department of Defense (see Appendix C). The traveler is expected to seek long-term accommodations when staying in one location for 30 or more consecutive days but less than one year.

Actual costs paid for **lodging taxes**, which are not included in the published per diem rates, may be reimbursed as a miscellaneous expense.

### **XIII. INTERNATIONAL TRAVEL**

International travel to areas on the State Department's Travel Warning list requires prior written approval from the President or his/her designee.

#### **A. ASSIGNMENTS OF LESS THAN 30 DAYS**

Travelers to foreign destinations will receive a fixed amount per diem for lodging, meals and incidentals in accordance with the Federal Maximum Travel Per Diem Allowances for Foreign Areas published by the U.S. Department of Defense and may be found at [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=17943](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943). (see Appendix C). Receipts will not be required for reimbursement.

If actual expenses are claimed due to special or unusual circumstances, the traveler must document such circumstances by submitting a written explanation with the Travel Expense Claim. The amount reimbursed, however, may not exceed 300% of the applicable federal rate established for the location of travel. The reimbursement of actual expenses must be supported by receipts, as specified in Section IX.B.2, Documentation Requirements.

Following are some examples of special or unusual circumstances that warrant reimbursement of actual expenses:

1. A traveler is required to attend a meeting or conference where meals and lodging must be obtained at a prearranged place, and lodging consumes all or most of the applicable maximum per diem allowance;
2. The travel is to an area where the per diem is normally adequate, but subsistence costs have temporarily increased because of a special event or function, e.g., a national or international sports event; or
3. Due to the situation described above, affordable lodging is not available within a reasonable commuting distance of the employee's meeting or conference and transportation costs to commute to and from the less expensive lodging facility consume most or all of the savings achieved from occupying less expensive lodging.

## **B. TRAVEL LESS THAN 24 HOURS**

The actual, necessary and non extravagant cost of lodging for an overnight stay associated with international travel of less than 24 hours shall be reimbursed when supported by an original receipt or a statement explaining why a receipt is not available.

The reimbursement of meals and incidental expenses shall be calculated in multiples of the applicable federal per diem rate based on the total number of hours between the time of arrival at the foreign location and the time of departure.

For partial days, hours should be rounded to the nearest quarter day as follows:

- 3 hours up to 9 hours equals 1/4 day or 25%;
- 9 hours up to 15 hours equals 1/2 day or 50%;
- 15 hours up to 21 hours equals 3/4 day or 75%; and
- 21 hours up to 24 hours equals 1 day or 100%.

## **C. ASSIGNMENTS OF 30 DAYS OR MORE**

The per diem allowance for travel assignments of 30 days or more for international travel should be determined by the traveler's management based on an estimate of actual daily expenses. Refer to Section XI., Travel within the Continental United States – 30 Days or More for instructions on calculating the daily expense rate.

The rate for reimbursement shall not exceed the maximum Federal Per Diem rate applicable for the destination as published by the U.S. Department of Defense (see Appendix C). The traveler is expected to seek long-term accommodations when staying in one location for 30 or more consecutive days but less than one year.

Actual costs paid for **lodging taxes**, which are not included in the published per diem rates, may be reimbursed as a miscellaneous expense.

## **D. INDEFINITE ASSIGNMENTS THAT EXCEED ONE YEAR**

The rules for domestic indefinite travel set forth in Section XI.A., Indefinite Travel - Assignments that Exceed One Year, also apply to the reimbursement of travel expenses incurred in connection with indefinite international assignments of one year or more, with the following exceptions:

1. To compensate for additional federal and state income taxes and employment taxes owed by the employee, the reimbursement rate for subsistence expenses may be increased by up to 150% of the applicable federal per diem rate authorized for long-term travel.
2. The amount of the increase, if any, calculated for each employee must take into account the effect of the annual foreign earned income exclusion that may be available to the employee.

## E. ADJUSTMENT OF INTERNATIONAL PER DIEM RATES

Travelers may not request reimbursement of actual foreign expenses for one portion of a trip and per diem for the remainder. The method selected must be used for the entire foreign portion of the trip. However, a per diem may be used for meals and incidental expenses and actual costs used for lodging.

### 1. Adjustment for Multiple Locations

The method provided in Appendix E may be used to prorate per diems when travel to more than one foreign location occurs. This method may not be used if an alternative method is contractually mandated by the funding source.

### 2. Adjustment for Partial Days

The reimbursement of subsistence expenses shall be calculated as outlined in Section B. above.

### 3. Adjustment for International Lodging or Meals Provided Without Charge

When international lodging or meal expenses are paid directly by the University, are reimbursed as entertainment expenses, or are otherwise furnished to the traveler without charge, the maximum per diem rate authorized for international travel must be adjusted.

When lodging is provided without charge, only the meals and incidentals portion of the maximum per diem will be reimbursed. If a meal is provided, the meals and incidentals 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.

Situations that may require an adjustment include the following:

- Meals are furnished as part of official University entertainment,
- Meal or lodging expenses are included in the registration fees,
- Group expenses are billed directly to the University, or
- Complimentary accommodations are extended (generally to a conference leader/coordinator and assistants) by a hotel or motel complex for block patronage of guest rooms.

Refer to Section V.D., Payment of Group Subsistence Expenses, for more information on claiming group expenses.

## F. TAXABILITY OF INTERNATIONAL TRAVEL WITH PERSONAL USE

International travel frequently consists of both business and personal components. According to the IRS, there is a taxable event if BOTH of the following conditions are met:

- a. The total period of the trip is longer than one week, *and*
- b. At least 25% of the trip is personal

In the event that both conditions are met, a portion of the common business expenses that are incurred by the traveler, including airfare, is taxable to the traveler. This requirement applies only to travel outside the 50 United States and the District of Columbia. When a travel day consists of both business

and personal time, the day will be classified as a business day in order to determine the percentage of personal time associated with the trip.

Travel associated with sabbaticals will be treated as official University business.

See Appendix G for examples based on international travel with a personal component.

#### **G. SPECIAL FEES FOR INTERNATIONAL TRAVEL**

Travelers may be reimbursed for unique costs associated with international travel will be reimbursed, such as: the actual cost of obtaining or renewing a passport, visa, tourist card, and necessary photographs; cost for certificates of birth, health, identity, and related affidavits; charges for required inoculations and medical evacuation insurance; currency conversion, ATM and check cashing fees outside the U.S.; the cost of traveler's checks; costs related to hiring guides, translators, and local labor; and the cost of full collision insurance on automobiles rented in foreign countries.

DRAFT

## **XIV. REFERENCES**

### **A. EXECUTIVE ORDERS**

EO – 37, Authorization and Appointment of State College Presidents to Approve Sabbatical Leaves  
EO – 181, Provisions for Extension and Summer Sessions Independent Study Programs Involving Foreign Travel  
EO – 590, Student Air Travel  
EO - 688, Delegation of Authority – Approval of Travel Requests  
EO – 715, California State University Risk Management Policy  
EO – 731, Designation of Chief Financial Officer  
EO - 760, Procurement Cards  
EO - 761, Hospitality, Payment or Reimbursement of Expenses  
EO – 842, Competitive Bid of Goods & Services  
EO – 849, Insurance Requirements  
EO – 1000, Delegation of Fiscal Authority and Responsibility  
EO - 1041, Student Travel Policy

### **B. INTEGRATED ADMINISTRATIVE MANUAL**

Section 3xxx, Operating Trust Funds  
Section 3103.6, Corporate Cards  
Section 3xxx, Travel Policy  
Section 3103.11, Hospitality Expenditures

### **C. CODED MEMORANDA**

AA 2002-24, System-wide Evaluation of Teacher Preparation Programs  
AA 2003-27, System-wide Committee Representative Travel Procedures  
AA 2009-10, Revised Policy Statement: Intercollegiate Athletics, Governance and Athletic Financing  
FS 2010-01, Policy and Procedures Governing Travel Expense Reimbursement  
HR 2010-01, Tax Information Changes to Moving and Relocation Expenses

### **D. COLLECTIVE BARGAINING AGREEMENTS**

Unit 1: Union of American Physicians and Dentists - UAPD  
Unit 2, 5, 7 and 9: California State University Employees Union - EU  
Unit 3: California Faculty Association - CFA  
Unit 4: Academic Professionals of California - APC  
Unit 6: State Employees Trades Council - SETC  
Unit 8: Statewide University Police Association - SUPA  
Unit 10: International Union of Operating Engineers  
Unit 11: UAW - Academic Student Employees  
Unit 12: SEIU – Head Start  
Unit 13: English Language Program Instructors, Los Angeles

#### **E. PER DIEM RATES**

Maximum Travel Per Diem Allowances for Foreign Areas, Section 925, Supplement to the Standardized Regulations, (Government Civilians, Foreign Areas) U.S. State Department.

Prescribed Maximum Per Diem Rates for Continental US, GSA Office of Government-wide Policy  
Official Department of Defense Overseas/Other than Continental U.S. Per Diem Rates, Per Diem, Travel and Transportation Allowance Committee

#### **F. INTERNAL REVENUE SERVICE (IRS)**

IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits for tax reporting requirements  
IRS Publication 463, Travel, Entertainment, Gift, and Car Expenses  
IRS Publication 970, Tax Benefits for Education  
IRS Revenue Procedure 91-59, 1991-2 CB 841, Automatic Data Processing Records  
IRS Revenue Procedure 97-22, 1997-13IRB, Electronic Record Retention Rules  
IRS Revenue Code, Section 117, Qualified Scholarship  
IRS Revenue Code, Section 162, Trade or Business Expenses

#### **G. OTHER**

Athletics Operations Policy Manual  
FA.43.002 - Policy on Motor Vehicle Use  
The CalStateTEACH Faculty Handbook  
University Volunteers

#### **H. ACKNOWLEDGEMENTS**

This document was adapted from the University of California Business & Finance Bulletin G-28: Policy and Regulations Governing Travel

## **APPENDIX A**

### **DEFINITIONS**

For the purposes of these procedures, the following definitions shall apply:

**Administrator** -- the University President or his/her designee or University employees who have been re-delegated authority by the President to approve requests for travel.

**Approving Authority** -- the Approving Authority is defined as a person to whom authority has been delegated in writing to approve expenses in accordance with University policy.

**Business Purpose** -- the business purpose of a University traveler may include activities that contribute to any one of the University's major functions of teaching, research, or public service. It is the primary reason the employee must incur travel related expenses.

**Delegation of Authority** -- the President or his/her designee has been delegated authority and responsibility for effective oversight of all funds held by the University.

**Incidental Expenses** -- the incidental expenses portion of the federal per diem rate includes fees and tips given to porters, baggage carriers, bellhops, stewards or stewardesses and others on ships, and hotel staff in foreign countries; transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site; and mailing costs associated with filing travel claims and payment of University-sponsored charge card billings.

**Lodging** -- expenses for overnight sleeping facilities. Does not include accommodations on airplanes, trains, buses, or ships which are included in the cost of transportation.

**Meals and Incidental Expenses Reimbursement Cap** -- the maximum amount authorized for reimbursement of actual daily meal and incidental expenses for travel within the continental United States. Travelers may only seek reimbursement for their actual expenses up to the cap amount. This reimbursement cap ***shall not be treated as a per diem***. For purposes of the reimbursement cap, incidental expenses include tips and fees for services, e.g., for waiters, baggage handlers, etc.

**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 returns during working hours upon completion of special assignments. The employee's department determines what constitutes an individual employee's work location for the purpose of these procedures

## DEFINITIONS – (Cont.)

**Official University Business Travel** -- to be considered Official University Business Travel, at least one of the following criteria must apply:

- A trip is certified by the President or designees to be essential to University operations;
- The trip relates directly to University programs including professional development activities and objectives;
- The trip is to a meeting of a professional association or society to deliver a paper, to serve as moderator or group leader, to serve on a panel, or to fulfill obligations as an association or society officer; or
- The trip has as its primary purpose recruitment of faculty or administrative personnel.

**Out of Pocket Expenses** -- expenses that are incurred and paid for by the traveler using cash or other mechanisms with traveler liability (e.g., a credit card in which the traveler is liable).

**Per Diem** -- the daily subsistence allowance to cover the cost of lodging, meals and certain incidental expenses authorized under the GSA and Federal per diem rates. The amount varies based on destination of travel.

The payment of a per diem does not require supporting receipts. Per diems are authorized for all international travel; travel meals within Alaska, Hawaii, and United States possessions; domestic travel assignments of 30 days or more; and domestic travel assignments that exceed one year (see Appendix C).

For purposes of per diem, incidental expenses include tips and fees for services, e.g., for waiters, baggage handlers, etc. Federal per diem rates do not include taxes on lodging, which may be reimbursed separately.

**President** -- the chief executive officer of the University. Authority delegated to the President may be delegated to other individuals.

**Primary Agreement** -- an agreement between the California State University and an awarded supplier for a specific service or commodity which is the result of a University competitive bid process. The primary agreement is established with the supplier considered to have the best combination of value and service and who obtains the most awarded quality points during the evaluation process. This supplier will be the recommended University supplier for the specific service or commodity type (at participating University locations) for the life of the agreement.

**Receipt** -- a written acknowledgment of money received. For substantiation of an expense, a receipt indicates what was purchased, the amount due, the form of payment and preferably a zero balance.

**Registered Domestic Partner** -- A domestic partnership is established when persons meeting the criteria specified by Family Code section 297 file a Declaration of Domestic Partnership (**Form NP/SF DP-1**) with the Secretary of State.

## DEFINITIONS – (Cont.)

**Reporting Period** -- the thirty day period within which a Travel Expense Claim must be submitted after the end of a trip. Refer to Section IX.A., Reporting Period, for more information.

**Residence** -- the primary residence where the traveler lives, regardless of other legal or mailing addresses. However, when an employee is required to reside temporarily away from his/her permanent residence because of official travel away from normal work location, such residence may still be considered permanent if it is unreasonable to expect the employee to move his/her permanent residence to the temporary job location.

**Subsistence Expenses:** Expenses such as (1) Lodging, including taxes and service charges; (2) Meals, including taxes and tips; and (3) Incidental expenses (see Incidental expenses above).

**Travel Expenses** -- expenses that are ordinary and necessary to accomplish the official business purpose of a trip. Refer to the following sections for a description of travel expenses eligible for reimbursement: Section IV., Transportation Expenses; Section V., Subsistence Expenses; and Section VI., Miscellaneous Travel Expenses.

**Travel Status** -- the period during which a traveler is traveling on official University business outside the vicinity of his/her normal work location or residence.

**Work Day** -- the work day refers to the hours an employee is scheduled for work on any one calendar day, or may consist of consecutive hours an employee is scheduled to work over two (2) consecutive calendar days when the scheduled hours cross midnight.

## **APPENDIX B**

### **MILEAGE REIMBURSEMENT RATES FOR PRIVATE VEHICLES AND AIRCRAFT**

The following mileage reimbursement rates shall be used to reimburse travelers who use a private automobile or aircraft on official University business:

	<u>Per Mile</u>
A. Automobiles--employee-owned/procured (including vans)	
Standard Rate	50.0¢*
Standard Rate for travel in connection with move or relocation	19.0¢*
B. Automobiles Loaned to the University for assignment to University employees (including vans)***	23.5¢**
C. Aircraft	99.5¢**

\*Effective January 1, 2011

\*\*Effective March 1, 2005

\*\*\*Refer to IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits for tax reporting requirements

## APPENDIX C

### LOGGING AND MEALS & INCIDENTALS REIMBURSEMENT CAPS, AND RECEIPT REQUIREMENTS

The following chart summarizes the applicable reimbursement methods and the maximum rates authorized for lodging and meal and incidental expenses (M&IE) incurred while on travel status:

	Less Than 30 Days with Overnight Stay	30 Days or More	In Excess of One Year
<u>Continental United States:</u> <sup>1</sup> Daily M&IE .....  Lodging <sup>2</sup> .....	Actual meal expenses up to \$55/day + \$7/day Incidentals allowance <i>Receipts required for expenses of \$25 or more.</i>  Actual lodging <i>Receipt required.</i>	Maximum Meals and Lodging Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area. <i>No receipts required.</i>	Per Diem up to 150% of 30 day per diem. <i>No receipts required.</i>
<u>Alaska, Hawaii and the U.S. Possessions</u> <sup>3</sup> Daily M&IE .....  Lodging <sup>2</sup> .....	Published Federal Government Per Diem for specific location. <i>No receipts required.</i>  Actual lodging. <i>Receipts Required.</i>	Maximum Meals and Lodging Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area. <i>No receipts required.</i>	Per Diem up to 150% of 30-day per diem. <i>No receipts required.</i>
<u>International</u> Daily M&IE and Lodging	Published Federal Government Per Diem for specific location. <i>No receipts required.</i>	Maximum Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area. <i>No receipts required.</i>	Per Diem up to 150% of 30-day per diem. <i>No receipts required.</i>
<u>Non-Commercial Facility</u> Daily Lodging Expenses <sup>4</sup>	Actual expenses up to 100% of Published Federal Government Per Diem for specific location. <i>Receipts required for non- international travel.</i>	Maximum Per Diem Determined by Authorized Approver cannot exceed Federal per diem. <i>No receipts required.</i>	Per Diem up to 150% of 30-day per diem. <i>No receipts required.</i>

Federal Per-diem rates for all locations: <http://www.gsa.gov/portal/category/21287>

1 Travel within the continental United States.

2 Reasonable lodging expenses supported by a receipt are reimbursable.

3 Travel within Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and possessions of the United States.

4 Use per diem rate for appropriate geographic area

## **APPENDIX D**

### **TRAVEL OF LESS THAN 24 HOURS - MEALS & INCIDENTALS EXPENSE REIMBURSEMENTS**

The IRS Taxable Fringe Benefit Guide (“IRS Guide”) states that in order for the reimbursement of meals and incidental expenses (M&IE) to be excludable from a traveler’s income, the individual must be “away from home” in the pursuit of business on a temporary basis. Merely working overtime or at a great distance from an employee’s residence does not create excludable reimbursements for travel expenses if the employee returns home without spending the night or stopping for substantial “sleep or rest.”

Section V.C., Travel of Less Than 24 Hours, does not allow for the reimbursement of meal expenses for travel of less than 24 hours unless the traveler is away from his/her home overnight as supported by a lodging receipt or other evidence explaining why the traveler was unable to obtain a receipt.

The following examples from the IRS Guide illustrate the application of the “overnight rule”:

**Example 1:** A consulting engineer works with clients in a three-state area by making one-day trips to each client. She frequently leaves home at 6:30 a.m. and does not return until midnight. During the day, she stops in a rest area and closes her eyes for 20 minutes to refresh herself for the drive. She cannot deduct the cost of her meals on these trips because she is not away from home long enough to obtain substantial sleep or rest.

**Example 2:** An employee is required to travel from Milwaukee to Madison to work on a project. She leaves home at 11:00 a.m. on Monday, with plans to return home the same day. She is unable to complete the project on Monday, so she spends the night in Madison. After completing the project the next day, she returns to Milwaukee by 10:30 a.m. Even though the employee had not planned to spend the night and is gone for less than 24 hours she has met the “away from home” rule because she spent the night away from her tax home on business.

**Example 3:** An employee is required to travel from Dallas to Houston to work for the day. The employee leaves home at 6:30 A.M. and returns that night at 10:00 P.M. On the trip home the employee stops for dinner and rests in the car for two hours. Even though the employee has been away from home for substantially longer than his/her normal work day, the employee is not considered to be in travel status. Courts have ruled that stopping for a meal or a rest in a car does not meet the substantial “sleep or rest” rule.

**Example 4:** A government agency supplies office equipment to all agencies within the state. An employee drives a tractor-trailer with equipment from the warehouse in Sacramento to an agency in San Diego. After 10 hours the driver stops and rents a room at a rest stop for a four hour nap before completing the round trip. Since the driver rented a room in order to sleep, he/she is considered to have met the “sleep and rest” rule. Reimbursements for meals and lodging are not taxable to the employee.

## APPENDIX E

### PRORATING PER DIEMS FOR TRAVEL INVOLVING MULTIPLE LOCATIONS

The following method may be used to prorate a per diem(s) when a trip is reimbursable under more than one per diem rate.

The time element charged to each per diem location is prorated based on the number of hours spent at each travel location. For partial days, hours should be rounded to the nearest quarter day as follows:

- 3 hours up to 9 hours equals 1/4 day or 25%;
- 9 hours up to 15 hours equals 1/2 day or 50%;
- 15 hours up to 21 hours equals 3/4 day or 75%; and
- 21 hours up to 24 hours equals 1 day or 100%.

**Example:** A trip that involved three locations with three different per diem rates took a total of 237 hours, excluding air travel time from normal work location to the first business location and the traveler's return from the last travel location to normal work location. The time spent at each location was as follows: 53 hours, 145 hours, and 39 hours. The reimbursable amount of the per diem for each location is calculated as follows:

	<b>Hours Per Location</b>	<b>Quarter Days</b>	<b>Location Per Diem Rate</b>	<b>Reimbursable Amount</b>
<b>Location 1</b>	53	2.25 (or 2-1/4)	\$140.00	\$315.00
<b>Location 2</b>	145	6	\$152.00	\$912.00
<b>Location 3</b>	39	1.75 or (1-3/4)	\$168.00	\$294.00
<b>TOTAL</b>	<b>237</b>			<b>\$1,521.00</b>

## **APPENDIX F**

### **IRS TAX GROSS UP FORMULA**

Under the IRS one-year rule, travel expense reimbursements for assignments that exceed one year must be treated as taxable income. Thus, to compensate for additional federal and state income and applicable employment taxes owed by an employee, the reimbursement rate may be increased up to 150% of the applicable federal per diem rate authorized for the location of travel (see Section V.).

Following are two examples of the gross up procedure for a trip of more than one year to X. In both examples, a \$91 daily reimbursement rate is assumed to be the final per diem rate.

#### **Example 1: Salary Subject to Social Security Tax**

This example is based on the following assumptions:

- 15% Federal income tax rate plus 5.1% California income tax rate [6% less 15% Federal tax benefit]
- 1.45% Medicare rate
- 6.2% Social Security rate

The Gross Up Formula is applied to the \$91 daily reimbursement rate as follows:

W = Gross Up Amount

$$W = \frac{\text{daily reimbursement rate}}{1 - \text{applicable tax rates}}$$

$$W = \frac{\$91}{1 - .15 - .0510 - .0765}$$

$$W = \frac{\$91}{.7225}$$

W = \$125.96 or 138% of the daily reimbursement rate

### IRS TAX GROSS UP FORMULA (cont.)

#### Example 2: Salary Exceeds Social Security Wage Base

This example is based on the following assumptions:

- 28% Federal income tax rate plus 6.7% California income tax rate [9.3% less 28% Federal tax benefit]
- 1.45% Medicare rate

The Gross Up Formula is applied to the \$91 daily reimbursement rate as follows:

W = Gross Up Amount

$$W = \frac{\text{daily reimbursement rate}}{1 - \text{applicable tax rates}}$$

$$W = \frac{\$91}{1 - .28 - .0670 - .0145}$$

$$W = \frac{\$91}{.6385}$$

W = \$142.53 or 157% of the daily reimbursement rate<sup>1</sup>

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<sup>1</sup> The maximum amount reimbursable in this situation would be \$136.50 (150%), unless the President grants an exception to the policy.

## **APPENDIX G**

### **TAXABILITY OF INTERNATIONAL TRAVEL WITH PERSONAL USE**

Personal travel combined with international business travel may be subject to tax. The taxable amount depends on how much of the trip outside of the U.S. was personal in nature. For this purpose, the United States includes the 50 states and the District of Columbia.

According to the IRS, there is a taxable event if BOTH of the following conditions are met:

- The total period of the trip is longer than one week, *and*
- At least 25% of the trip is personal

Following are two examples of international travel with a personal component.

#### **Example 1: Trip with a Taxable Event**

An employee travels to London for 10 days, of which 7 days are business related and 3 days are personal; 70% of the trip is business and 30% is personal.

The traveler is reimbursed for airfare and 7 days of meals and lodging. The other 3 days of meals and lodging are considered personal and are not reimbursed.

Since the trip was longer than one week and at least 25% personal, the employee must be taxed on 30% of the airfare, which is considered personal use under IRS regulations. (Personal Component: 3 days/10 days = 30%)

#### **Example 2: Trip with No Taxable Event**

An employee travels to London for 10 days, of which 8 days are business related and 2 days are personal; 80% of the trip is business and 20% is personal.

The traveler is reimbursed for airfare and 8 days of meals and lodging. The other 2 days of meals and lodging are considered personal and are not reimbursed.

The cost of airfare, even though it is reimbursed to the traveler, is not taxable since the personal component is not equal to or greater than 25% of the trip. (Personal Component: 2 days/10 days = 20%)