Travel Reimbursement

1.0 PURPOSE

The purpose of this administrative directive is to provide guidance to CSU business travelers, approving officials, and the travel reimbursement office, when reimbursing the cost of lodging and mileage.

2.0 BACKGROUND

The California State University pays or reimburses employees for travel and lodging related expenses that are necessary to conduct official University business. The mileage and lodging reimbursements must comply with University policies and procedures and prudent accounting practices.

3.0 OVERVIEW

The revised policy on mileage reimbursement rates and lodging costs has been implemented by the California State University Office of the Chancellor. All mileage reimbursements taking place on or after April 1, 2013 will increase from 50 cents to 56.5 cents per mile. Additionally, mileage reimbursement for miles driven for moving purposes will increase from 19 cents to 24 cents per mile. The maximum lodging rate for in state and out of state is $175 per night before taxes, including Alaska, Hawaii, and other U.S. Possessions.

Exceptions to these policies or procedures shall be approved by the President or his/her designee. The policy applies to employees, students, and others traveling on official University business. The traveler is expected to behave in an ethical and responsible manner to minimize risk to themselves and to the University. Thus, it is the responsibility of the individual traveling and securing lodging for official University business and the approving authority to follow the established policy in effect at the time of travel.
4.0 CITATIONS AND LINKS TO APPLICABLE STATE LAW, CSU POLICIES, ETC.

CSU Office of the Chancellor, Maximum Limits for Reimbursing the Cost of Lodging Memorandum

CSU office of the Chancellor, Mileage Reimbursement Rate for 2013 Memorandum

Travel procedures and regulations, effective April 1, 2013

CSU General Accounting, Travel Policy 3601.0:
http://www.calstate.edu/icsuam/sections/3000/3601.0.shtml

5.0 PROCEDURES

The traveler, approving official, and travel reimbursement office has specific responsibilities to ensure the maximum limit for lodging and the proper mileage rate is adhered to. The following covers the required actions:

Traveler
The traveler is responsible for securing lodging rates following the in state and out state maximum lodging limit of $175 per night.

Approving Official:
Reimbursable travel must be approved prior to departure by the approving official by signing the Travel Authorization (TA) form.

Travel Reimbursement Office – Accounts Payable (AP):
Accounts Payable will review the Travel Expense Claim (TEC) form and supporting documents for compliance with CSU policy to ensure University funds are properly used.

6.0 DEFINITIONS

Travel Authorization (TA): Official document to secure approval to incur travel expense.

Travel Expense Claim (TEC): Form used by employees, students, and others traveling on official University business for reimbursement of lodging, meals, transportation, mileage, and meeting expenses.
7.0 CONTACTS

For further information, please contact:

AVP for Finance missy.jarnagin@csuci.edu X3282

Accounts Payable myrna.staana@csuci.edu X8489

REVISION TRACKING

Author: C. Valenzula
Date: April 10, 2013

<table>
<thead>
<tr>
<th>Revision History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revision Date</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Review / Approval History

<table>
<thead>
<tr>
<th>Review Date</th>
<th>Reviewed By</th>
<th>Action (Reviewed, Recommended or Approved)</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01/2013</td>
<td>Y. Trinidad, VPFA</td>
<td>Approved</td>
</tr>
</tbody>
</table>