Travel & Reimbursement

Presented by:
Myrna StaAna
Andre Borghetti

November 2015
Training Guide

Follow me to website links!

Watch for me! You might need to contact Karina Cruz in Procurement.
Navigating to Accounting Forms

All of the forms and policy have been consolidated.

http://www.csuci.edu/financial-services/accounting.htm
Accounting Forms & Policy

http://www.csuci.edu/financial-services/accounting.htm

The Accounting department is committed to providing high-quality and prompt customer service to our students, faculty and other staff who serve our students, and the community that supports our campus. The Accounting department is responsible for, but not limited to, the accounting services for the University and all its auxiliary organizations. These auxiliary organizations currently consist of the CSU Channel Islands Foundation, the University Glen Corporation and the Associated Students, Inc. These responsibilities include:

- Ensuring the integrity of fiscal data through establishment of adequate internal controls to safeguard the assets of the University and its auxiliaries.
- Identifying regulations and other fiscal compliance requirements that must be adhered to, and implementing policies and procedures to ensure campus compliance.
- Proper and timely processing of all cash receipts and disbursements.
- Initiation and payment of debt instruments to support the needs of the campus.
- Billing of students and all funding sources including the State of California, external grantors, third-party sponsors of students and many others.
- Processing student fee payments to the University as well as financial aid receipts and disbursements back to our students.
- Financial and compliance reporting to numerous internal and external customers.
- General support to the campus community in meeting their responsibilities in matters that have fiscal implications.

Current News & Deadlines

11/10/2015 - The first session of the Finance 101 Training has been moved to Broome Library. Please see the training schedule for details. [Finance 101 Training Schedule](#)
Accounting Forms & Policy

http://www.csuci.edu/financial-services/accounting.htm

Accounting Quick Links

- Forms and Tutorials
- Finance 101 Training Presentations - November 2015
- Financial Statements and Audits
- New & Revised CSU Policies (JCUSAM Updates - Login Required)

<table>
<thead>
<tr>
<th>CI Accounting Policy and Guides</th>
<th>Issue Date</th>
<th>Policy Number</th>
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<tr>
<td>CI Travel Policy and Procedures (PDF, 672KB)</td>
<td>01/2015</td>
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<tr>
<td>CI Travel Policy Updates as of 01-31-2015 (PDF, 88KB)</td>
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<tr>
<td>CI Travel Store Handbook (PDF, 2MB)</td>
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<tr>
<td>Travel Definitions and Terminology (PDF, 18KB)</td>
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<td>Honorarium &amp; Speaker Fee Policy (PDF, 75KB)</td>
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<td>Accounting/Budget Terminology (PDF, 109KB)</td>
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<tr>
<th>CI Petty Cash and Cash Handling Policy/ Guidelines</th>
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<tr>
<td>Petty Cash Active Custodian List (PDF, 100KB)</td>
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<td>Petty Cash Procedures - CI Campus (PDF, 167KB)</td>
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<td>Petty Cash Policy - CI ASI (PDF, 52KB)</td>
<td>03/2005</td>
<td>ASI 2.0</td>
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<tr>
<td>Petty Cash Policy - CI FDN (PDF, 20KB)</td>
<td>10/2002</td>
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<tr>
<td>Cash Receipts &amp; Disbursements - CI ASI (PDF, 32KB)</td>
<td>03/2005</td>
<td>ASI 4.0</td>
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<td>Cash Receipts &amp; Disbursements - CI FDN (PDF, 45KB)</td>
<td>08/2005</td>
<td>FDN 3.01</td>
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<tr>
<td>Cash Receipts &amp; Disbursements - CI UGC (PDF, 24KB)</td>
<td>07/2004</td>
<td>UGC 4.0</td>
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<tr>
<td>Event Cash Handling - CI ASI (PDF, 25KB)</td>
<td>03/2005</td>
<td>ASI 10.0</td>
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</table>
Travel Forms & Travel Workbook

http://www.csuci.edu/financial-services/forms-tutorials.htm

News

11/10/2015 - The first session of the Finance 101 Training has been moved to Broome Library. Please see the training schedule for details.
Finance 101 Training Schedule  (PDF, 121KB)

11/02/2015 - Please find the schedule for the Finance 101 Training which will occur the week of November 16 - 20, 2015 below. Dates, times, and location are listed on the attached schedule as well as a description of all training being offered.
Finance 101 Training Schedule  (PDF, 121KB)

Table of Contents

- Budget Forms
- Grants & Contracts Forms
- System Support Forms
- General Accounting Forms
  - Journal Entry Transfers
  - Deposit Requests
  - Invoice Requests
  - Petty Cash
- Accounts Payable Forms
  - Travel Related
  - State of California Standard (Numbered)
  - Other Accounts Payable
- Other Forms
- CI Finance 101 Training Presentations
# Travel and Expense Claim Workbook

<table>
<thead>
<tr>
<th>Accounts Payable - Travel Related</th>
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<th>Instructions</th>
<th>Policy</th>
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<tbody>
<tr>
<td><strong>NEW Travel Authorization Form (2015)</strong> (ZIP PDF, 3.2MB)</td>
<td>03/2015</td>
<td>Within form</td>
<td>CI Travel Policy &amp; Procedures (PDF, 672KB)</td>
</tr>
<tr>
<td>To be completed prior to travel occurring after 01/01/2015.</td>
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<tr>
<td><strong>NEW Blanket Mileage Travel Authorization Form (2015)</strong> (ZIP PDF, 2.9MB)</td>
<td>03/2015</td>
<td>Within form</td>
<td>CI Travel Policy &amp; Procedures (PDF, 672KB)</td>
</tr>
<tr>
<td>To be completed on semi-annual basis for travel limited to local mileage.</td>
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<tr>
<td><strong>NEW Travel Expense Claim Form (2015)</strong> (ZIP PDF, 2MB)</td>
<td>01/2015</td>
<td>Instructions (PDF, 121KB) Training PP (ZIP PDF, 121KB)</td>
<td>CI Travel Policy &amp; Procedures (PDF, 672KB)</td>
</tr>
<tr>
<td>To be used for travel expenses that occur after 01/01/2015.</td>
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<tr>
<td><strong>NEW Monthly Mileage Log (2015)</strong> (ZIP PDF, 1.5MB)</td>
<td>01/2015</td>
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<tr>
<td>For employees incur mileage regularly as part of their normal duties.</td>
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<tr>
<th>Accounts Payable - State of California Standard</th>
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<th>Policy</th>
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<tbody>
<tr>
<td>CA STD 204 - Payee Data Record (PDF, 161KB)</td>
<td>06/2003</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>For new vendors/suppliers to complete in order to be included in CI system. CI cannot accept W-9 forms from suppliers.</td>
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<tr>
<td>CA STD 236 - Hotel/Motel Transient Occupancy Tax Waiver (PDF, 161KB)</td>
<td>09/1991</td>
<td>-</td>
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<tr>
<td>For State of California travelers to provide exemption for hotel/motel taxes when accepted at the time of booking.</td>
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<tr>
<td>CA STD 261 - Private Vehicle Use (PDF, 112KB)</td>
<td>03/1995</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>For all travelers using private vehicles for business</td>
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GETTING STARTED

• Step 1:
  - TRAVEL AUTHORIZATION

  - A travel authorization should be completed for each travel to provide employees/students with “authorization” to travel & for insurance purposes.
Travel Authorization

- **Domestic Travel**
  - Original TA signed by departmental approvers should be attached to the TEC form.

- **International Travel**
  - Original TA signed by departmental approvers + the President or his Chief of Staff should be attached to TEC form.
Booking Travel

• Step 2:

- Some aspects of travel can be “pre-paid” through Pro-Cards, CI Travel Store or campus accounts.

- CI Travel Store - COACH AIRFARE
  • Uses a CIT # - submit the TA to Karina Cruz

- Enterprise CSU Account - RENTAL CAR
  • Uses a CIT # - submit the TA to Karina Cruz

- Roadrunner shuttle - SHUTTLE
  • This is a campus account, no CIT# needed.

- Island Packers - Santa Rosa Island - BOAT
  • Uses a CIT # - submit the TA to Karina Cruz
Prepaid Travel Expenses

- CI ProCard-Registrations
  - Paid for in advance on the dept. pro-card.

A “Pre-Paid” expenses is any expenses that were paid by CI but not by the traveler.
Include the receipts/proof of payment in the TEC packet.

Note:
CI does not allow travel cash advance
No Hotel expenses
Transportation not on campus accounts

• Privately Owned Vehicle: (CSU employees must have a current State of California form STD-261 - Authorization to Use Privately Owned Vehicles on State Business on file)
  • Mileage reimbursement of .575/per mile per CSU. (2015)

• Rental Car (renting vehicles from non-contracted vendor is prohibited, unless vehicles are unavailable from a contracted vendor)
  • Enterprise Rent-A-Car and National.
  • Insurance will not be reimbursed.
  • Original Gasoline receipt can be reimbursed.

• Other Form of Transportation
  • Train or bus
  • Taxi, shuttles or Public transportation
  • Others
Transportation

• Airlines
  • Coach or any other discounted economy-class fare
  • Baggage fees are reimbursable

• US Flag Air Carrier/Fly America Act
  - Travel using Grants and Contracts Fund

  Major U.S. Flag Air Carriers and Foreign Carriers in agreement with the Fly America Act:
  - Airtran Airways (FL)
  - Alaska Airlines (AS)
  - America West Airlines (HP)
  - American Airlines (AA)
  - American Trans Air (TZ)
  - Continental Airlines (CO)
  - Delta Airlines (DL)
  - Frontier Airlines (F9)
  - Hawaiian Airlines (HA)
  - Midwest Express (YX)
  - Northwest Airlines (NW)
  - Southwest Airlines (WN)
  - Spirit Airlines (NK)
  - United Airlines (UA)
  - US Airways (US)
Lodging Options

• Lodging is allowed for traveling on business 25 miles or more miles from campus (one way).

• Maximum lodging rate is $195.00/per night before taxes and fees. Even if it is the conference hotel....

  Any lodging over this rate will need a pre-approved exception through Karina Cruz. Submit the completed TA & backup.

• Staying with friend or relative
Hotels within California
Employee should request for tax waivers and/or government rate when booking. Many hotels have this option!

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• Step 3:

Travel expenses should be directly related to official university business are reimbursable.

Any personal expenses or expenses on days not related to the business travel should not be claimed.

The Traveler should keep original detailed receipts & programs/agendas as needed.
Reimbursements after Return

Step 4:
Bring your receipts & grab the workbook!

Reimbursement for:
- Lodging
- Meals
- Incidental expenses
## Travel and Expense Claim Workbook

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<td>-</td>
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<tr>
<td>Travel and Expense Claim Workbook (ZIP MS Excel, 506KB) For Faculty, Staff, Students &amp; Volunteers after travel or expense.</td>
<td>01/2014</td>
<td>Instructions (PDF, 188KB)</td>
<td>Tutorial (PDF, 2.4MB)</td>
</tr>
<tr>
<td>Monthly Mileage Log (MS Excel, 21KB) For Faculty or Staff who travel regularly as part of their normal duties.</td>
<td>07/2010</td>
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<td>-</td>
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<tr>
<td>Check Request (MS Word, 184KB) For Faculty &amp; Staff issuing vendor payments.</td>
<td>11/2011</td>
<td>Within form</td>
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<tr>
<td>Wire Transfer Request Form (PDF, 184KB) For Faculty &amp; Staff requesting vendor payment by wire transfer.</td>
<td>02/2011</td>
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<tr>
<td>Lost/Missing Receipt Form (MS Word, 114KB) For Faculty, Staff, Students &amp; Volunteers after travel or expense.</td>
<td>07/2011</td>
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Subsistence - Lodging

• Maximum lodging rate is $195.00/per night before taxes or fees.

Rates over this amount should have been pre-approved through Karina Cruz. Travel without pre-approval should be reduced to the $195 rate.
Subsistence - Meals

- **Overnight Travel**
  - Meals are reimbursed for travel that includes an overnight stay.
  - Actual meal expenses up to $55/day
  - No meal reimbursement levels are defined per CSU.
  - Meal reimbursement of $25 or over required detailed original receipt.
Subsistence - Meals

• **Travel less than 12 hrs**
  • Breakfast is reimbursable if travel begins 2 hours before work hours. Amount is reportable as income.
  • Lunch is not reimbursable
  • Dinner is reimbursable if travel ends 2 hours after work hours. Amount is reportable as income.

• Actual meal expenses up to $55/day
• Meal reimbursement of $25 or over required detailed original receipt.
Subsistence - Incidental Expenses

Include

Tips and fees
Housekeeping
Others that are customary in travel

$7.00 per 24 hrs
Travel To Alaska, Hawaii and US Possessions

• Lodging
  • $195/per night before taxes and fees. (Same as domestic)
  • Detailed receipt required

• Meals and Incidentals
  • Federal Per Diem for specific location
  • No receipt required.
Travel To International Location

• Lodging, Meals and Incidentals
  • Federal Per Diem for specific location
  • No receipt required.
TAXABILITY OF INTERNATIONAL TRAVEL WITH PERSONAL USE

• Personal travel combined with international business travel maybe subject to tax.

• Trip with 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
Other Reimbursable Travel Expenses

• Registration fees
• Parking fees
• Business expenses
  • copying, mailing, equipment rental, supplies, local and long distance phone call, internet use.
Approvals and Exceptions

- Travel Exceptions need written justification IN ADVANCE in the form of a memo or email approved by the VP of division.

- Over the limit lodging exception needs to be approved IN ADVANCE by the Finance AVP.

Contact Karina Cruz with completed TA as you would for a CIT#, asking for lodging exception.
TEC Samples

What went wrong?

Presented by

Andre Borghetti
Submission and Payment

TECs should be received in AP on Friday before the end of business day in order to be paid the following week.

M–F (by 5:00pm) pay the following Wed.

Payments are issued each Wednesday. Direct Deposit (EFT and ACH) payments are issued each Tuesday and Thursday.
Contact Information

• Myrna Sta Ana  (805) 437-8489
  - myrna.staana@csuci.edu

• Andre Borghetti  (805) 437-3238
  - andre.borghetti@csuci.edu

• Stacie Dee  (805) 437-8578
  - Stacie.dee@csuci.edu
Q & A