Travel & Reimbursement

Presented by:
Myrna StaAna

November 2017
Training Guide

Follow me to website links!

You might need to contact Karina Cruz in Procurement.
Navigating to Accounting Forms

All of the accounting forms have been consolidated.

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

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

Accounting

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 Auxiliary Services, Inc. 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 grants, 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

6/14/2017 - In accordance with changes made to the Integrated CSU Administrative Manual (ICSHAM) Travel Policy – 8601.01, the CSUCI Travel Procedures and Regulations (POD, 1.8M) have been updated effective August 14, 2017 to add the Travel Ban and Moratorium Under OC 11379.5 memo issued to the CSU Presidents dated July 27, 2017.
# Accounting Forms & Policy


## Accounting Quick Links
- Forms and Tutorials
- Finance 101 Training Presentations - November 2015
- Financial Statements and Audits
- New & Revised CSU Policies (ICUSAM Updates - Login Required)

### CI Accounting Procedures and Guides

<table>
<thead>
<tr>
<th>Procedure/Policy Name</th>
<th>Issue Date</th>
<th>Policy Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI Travel Procedures and Regulations (PDF, 1.6MB)</td>
<td>08/2017</td>
<td>ICSUAM ALL</td>
</tr>
<tr>
<td>CI Travel Store Handbook (ZIP PDF, 1.75MB)</td>
<td>01/2016</td>
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<tr>
<td>Travel Definitions and Terminology (PDF, 15KB)</td>
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<tr>
<td>CSU/CI Direct Payment Procedures (PDF, 226KB)</td>
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<td>CI Policy on Hospitality, Prizes, Awards, Gifts (PDF, 64KB)</td>
<td>02/2012</td>
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<td>Honorarium &amp; Speaker Fee Guidelines (PDF, 75KB)</td>
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<td>Accounting/Budget Terminology (PDF, 109KB)</td>
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### CI Petty Cash and Cash Handling Policy/ Guidelines

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<td>Petty Cash Active Custodian List (PDF, 94KB)</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>
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<td>Petty Cash Policy - CI FDN (PDF, 20KB)</td>
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<td>Cash Receipts &amp; Disbursements - CI ASI (PDF, 32KB)</td>
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<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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<td>Cash Receipts &amp; Disbursements - CI UAS (PDF, 24KB)</td>
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<td>UAS 4.0</td>
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<td>Event Cash Handling - CI ASI (PDF, 25KB)</td>
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<td>ASI 10.0</td>
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</table>

### CSU ISCUAM Resources (Log-In Required)

<table>
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<tr>
<th>Resource Name</th>
<th>Issue Date</th>
<th>Policy Number</th>
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<tbody>
<tr>
<td>CSU ISCUAM Main</td>
<td></td>
<td>ICSUAM ALL</td>
</tr>
<tr>
<td>CSU Hospitality Policy</td>
<td>12/2011</td>
<td>ICSUAM 1301.00</td>
</tr>
<tr>
<td>CSU Budget Form Policy</td>
<td>11/2015</td>
<td></td>
</tr>
</tbody>
</table>
Travel Forms

http://www.csuci.edu/financial-services/forms-tutorials.htm
# Travel and Expense Claim Form

<table>
<thead>
<tr>
<th>Accounts Payable - Travel Related</th>
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<td>CI Travel Procedures and Regulations (PDF, 1.5MB)</td>
</tr>
<tr>
<td><strong>NEW</strong> Travel Expense Claim Form (2017) (ZIP, 205KB) Valid for travel expenses that occur on or after 01/01/2017.</td>
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<td>Within form</td>
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<table>
<thead>
<tr>
<th>Accounts Payable - State of California Standard</th>
<th>Issued</th>
<th>Instructions</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI Vendor-204 Form - Payee Data Record Packet (ZIP, 922KB) For new vendors/suppliers to complete in order to be included in CI system, CI cannot accept W-9 forms from suppliers. Zip includes information sheet, Vendor 204, Supplement 204 and ACH/EFT Authorization Form.</td>
<td>12/2015</td>
<td>Within Zip</td>
<td>-</td>
</tr>
<tr>
<td>CA STD 236 - Hotel/Motel Transient Occupancy Tax Waiver (PDF, 1G1KB) For State of California travelers to provide exemption for hotel/motel taxes when accepted at the time of booking.</td>
<td>09/1991</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CA STD 261 - Private Vehicle Use (PDF, 112KB) For all travelers using private vehicles for business purposes.</td>
<td>03/1995</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
GETTING STARTED

- **Step 1:**

  - **TRAVEL AUTHORIZATION**

  Form to be completed by traveler for insurance purposes.
Travel Authorization

- **Domestic Travel**
  - No need to complete travel authorization per CSUCI travel procedures and regulations effective Jan 1, 2016.

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

• Step 2:
  - Some aspects of travel can be “pre-paid” using Pro-Cards, CI Travel Store or campus accounts.
  - CI Travel Store - COACH AIRFARE
    • Uses a CIT # - submit the CIT Request Form to Karina Cruz
  - Enterprise CSU Account - RENTAL CAR
    • Uses a CIT # - submit the CIT Request Form 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 CIT Request Form 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
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 .535/per mile per IRS (2017)
- 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 Federal 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 $275.00/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. Please attach approval exception to the TEC packet.

• Staying with friend or relative up to $75.00
Hotels within California
Employee should request for tax waivers and/or government rate when booking. Many hotels have this option!

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Travel!

• 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 & TEC form!
Reimbursement for:
- Lodging
- Meals
- Incidental expenses
## Travel and Expense Claim Form

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Subsistence - Lodging

• Maximum lodging rate is $275.00/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 $275.00 rate.
Subsistence - Meals

- **Overnight Travel**
  - Daily meal expenses are reimbursed for travel that includes an overnight stay.
  - Actual meal expenses up to $55/day
  - No meal reimbursement levels are defined per CSU.
  - Business meal reimbursement of $75 or over required detailed original receipt, list of attendees and agenda.
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
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
  • $275/per night before taxes and fees. (Same as domestic)
  • Detailed receipt required

• Meals and Incidentals
  • Federal Per Diem for specific location
  • No receipt required.

• http://www.defensetravel.dod.mil/site/perdiemCalc.cfm
Travel To International Location

• Lodging, Meals and Incidentals
  • Federal Per Diem for specific location
  • No receipt required.

• [http://www.defensetravel.dod.mil/site/perdiemCalc.cfm](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm)
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 Asst VP for Business and Financial Affairs

Contact Karina Cruz for lodging exception.
TEC Samples

What went wrong?
# Travel Expense Claim Form

**Employee**
- [ ] Same-Day Travel (8am - 5pm)
- [ ] Domestic Travel (8am - 5pm)
- [ ] AK/HI/International Travel (8am - 5pm)
- [ ] Monthly Mileage (8am - 5pm)

**Claimant’s Name:** Stacie Dee  
**CIT# Issued by Procurement:**

**Full Mailing Address:** 1 University Dr., Camarillo, CA 93012  
**Phone:** x3700  
**Prepared by:** Stacie Dee  
**Purpose of Trip/Remarks/Details:** Attach documentation and original itemized receipts (attached to full size scratch paper for scanning) and submit with claim. A Travel Authorization may be required to be attached for travel-related items. Please no copies. Do not leave blank.

**Request Date:** 11/09/2016  
**Departure Date:** Sep 25, 2016 & Time: 6:00am  
**Return Date:** Sep 28, 2016 & Time: 6:00pm  
**Announced 2016 FOA Conference**  
**Oakland, CA**

**General Expenses:**

- **Airfare Costs:** $150.00  
  - [ ] Yes  
  - [ ] No, Traveler Paid  
- **Conference/Registration/Fees:** $466.00  
  - [ ] Yes  
  - [ ] No, Traveler Paid  
- **Workshops/Training/Prof. Dev.:** [ ] Yes  
  - [ ] No, Traveler Paid  
- **Private Vehicle License:** [ ] Yes  
  - [ ] No, Traveler Paid  

**How many travel days are personal days?**

## Daily Expenses

<table>
<thead>
<tr>
<th>Date/Activity</th>
<th>Destination/Lodging</th>
<th>Lodging Cost</th>
<th>Daily Meals</th>
<th>Private Car Use</th>
<th>Other Expenses</th>
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<td>7/25/16</td>
<td>Camarillo, CA</td>
<td>$178.00</td>
<td>$10.00 $26.50 $24.85 $3.00</td>
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<td>$24.84 $25.00</td>
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<td>0.00</td>
<td>$186.00</td>
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<td>46</td>
<td>$24.84 $25.00</td>
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**Source of Funding:**

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<tr>
<th>Account</th>
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<th>Amount</th>
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</table>

**Stacie Dee**

- [ ] More Expense Lines Needed

**Total Reimbursable Expenses:** $1,212.66

**HEREBY CERTIFY** that I was authorized to travel and the above is a true statement of the travel expenses incurred by me in accordance with the applicable California State University policies and CIT policies, and that all items shown were for the official business of The California State University. Furthermore, I HEREBY CERTIFY that I will not seek reimbursement for a duplicate claim or from any other source. APPROVALS are authorized to approve this travel expense claim, as it serves a CSU business purpose, and I certify that adequate funds are available.

**Approver:**

**Print Name of Approver & Extension:**
- [ ] Yes  
  - [ ] No, Traveler Paid  
- **Approver’s Signature:** [ ] Yes  
  - [ ] No, Traveler Paid  

<table>
<thead>
<tr>
<th>Account Payable Use Only:</th>
<th>Mileage Rank</th>
</tr>
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<tbody>
<tr>
<td>01 (International Only)</td>
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<td>1.50</td>
</tr>
<tr>
<td>05 (Domestic Only)</td>
<td>1.00</td>
</tr>
</tbody>
</table>

30 of 33
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 week.

The schedule check runs are the following

- Campus - Wednesdays.
- CI Foundation and ASI - Mondays
- Site Authority and AUS - Fridays
- Student Refunds - Fridays

Direct Deposit (EFT and ACH) are paid on Tuesdays and Thursdays.
Contact Information

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

• Martha Garcia (805) 437-3238 (campus A-G, FDN and ASI)
  - martha.garcia@csuci.edu

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