

## **California State University Channel Islands Glossary of Selected Travel Definitions and Terminology**

### **AB**

**Business Expenses**—Charges for business phone calls, fax services, internet access services, copying services, emergency clothing, equipment or supply purchases and all other charges necessary for the completion of official business.

**Business Meal**—Necessity of employee to conduct official University business during a meal. Circumstances are beyond the control of the employee. CSUCI Hospitality Policy applies.

### **C**

**Chartfield**—Account string to which the travel expense will be charged—includes account, fund, department (and program, class and project if required).

**CIT Number**—Channel Islands Travel (CIT) number is required in order to authorize the campus travel agent to use the campus Business Travel Accounts (BTA). Upon receipt of a copy of the Travel Authorization form complete with all necessary signatures, Procurement will notify the traveler of the CIT number.

### **DEFG**

**Departure Day**—Beginning day of a travel period. Travel begins when the traveler leaves home or work.

### **H**

**Headquarters**—Employee's primary work location. Currently, headquarters for most CSUCI employees is One University Drive, Camarillo, CA 93012.

**Hospitality Meal**—The provision of a meal or light refreshments to official guests of CSUCI. CSUCI Hospitality Policy applies.

### **IJK**

**Incidental Expenses**—Incidental expenses are small expenses such as fees and tips for services such as for maids and baggage handlers. It does not include expenses for laundry, cleaning and pressing of clothes, lodging taxes, cab fares, tolls, telegrams, telephone calls. However, some of these excluded expenses may be considered business, transportation, lodging or other reimbursable expenses.

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Itemized Receipt—A receipt that lists each item purchased and the cost of each item--not merely the total.

### **LM**

Long-Term Travel—Travel duration of greater than 30 days.

### **N**

Non-employees—Vendors, independent contractors, entertainers, guest speakers and professionals who may by contractual agreement charge CSUCI for their travel expenses.

### **OPQ**

Over-Night Travel—Travel for a period that begins on one day and ends on another day and includes lodging.

### **R**

Return Day—Last day of a travel period. Travel ends when the traveler returns to headquarters or home.

Room Taxes—Any occupancy taxes applied to a hotel bill for lodging. All these taxes are reimbursable as a lodging expense when documented by a receipt.

### **S**

Same-Day Travel—Travel that begins and ends on the same day, or, if travel ends after midnight and no lodging expense is incurred.

Short-Term Travel—Travel duration of 30 days or less.

### **T**

Travel Meal—Meal for the traveler during the travel period.

### **U**

US flag carrier—An air carrier that holds a certificate under 49 U.S.C. 41102 but does not include a foreign air carrier operating under a permit.

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**VWX**

Vendor—Someone who sells products or services to CSUCI.

Volunteer—A non-employee who provides service to CSUCI without compensation. Volunteers must file all necessary paperwork with Human Resources prior to engaging in any activities at CSUCI. If you are unsure as to volunteer status, please contact Human Resources.

**YZ**

YCAL fares—YCAL fares are special fares offered for state employees traveling on official state business within California.