PER DIEM TRAVEL RATES INFORMATION SESSION

California State University Channel Islands

AGENDA

- **Policy Update – Federal Per Diem**

- **Calculating Per Diem Rates**

- **Reimbursement Procedures – Travel Expense Claim Form**

- **FAQs & Open Forum**

POLICY

General: The California State University (CSU) pays or reimburses employees, students, and others for business related Travel expenses that are ordinary, reasonable, not extravagant and necessary to conduct official university business. All expense reimbursements and business travel arrangements must comply with CSU policies and Procedures, prudent accounting practices, and applicable collective bargaining agreements.

Update: Effective January 1st, 2024 CSU campuses are adopting the federal per diem rates to more accurately depict and reimburse the cost incurred by our travelers.

Travel policies can be found here:
CSUCI Travel Policy

CSU Policy

CALCULATING YOUR PER DIEM RATE
GSA.GOV

NOTE: Per Diem rates apply to Meals and Incidentals (M&IE) only, and lodging will remain at a max cost of $275/night. Moreover, any meal provided will be deducted from total per diem allowance.

There are 5 general per diem rates for the continental USA, dependent on the travel destination:

M&IE Breakdown

M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
$59	$13	$15	$26	$5	$44.25
$64	$14	$16	$29	$5	$48
$69	$16	$17	$31	$5	$51.75
$74	$17	$18	$34	$5	$55.50
$79	$18	$20	$36	$5	$59.25

For Alaska, Hawaii or other USA occupied territories, per diem rates can be calculated using the following Department of Defense site:

DoD Per Diem

*NOTE: First and last day of travel M&IE is given at rate of 75% total day & rate is based on the destination city. Additionally, any meals provided will be deducted from the total allotment for daily M&IE

REIMBURSEMENT PROCEDURES

For all travel occurring January 1st, 2024 forward, a travel reimbursement form will need to be submitted to AP for processing, in which the new per diem rates are to be requested

Travel Expense Claim form can be found on the Travel Policy webpage linked under Reimbursements:

CSUCI Travel Policy

NOTE: *Reimbursement requests of any kind will no longer be accepted through Certify.*

TRAVEL EXPENSE CLAIM FORM

*Always require an agenda

*No longer require receipts under $75

EXAMPLE SCENARIOS

EXAMPLE 1:

Traveler going from Los Angeles to San Francisco, California for 3 nights. On day 1, traveler is on own for breakfast and lunch, and has a dinner reception provided in San Francisco upon arrival. No meals are provided on day 2&3, and On date of departure, Breakfast and Grab-n-Go lunch is provided.

GSA Rate for San Francisco =

Primary Destination ℹ	County ℹ	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ℹ
San Francisco	San Francisco	$79	$18	$20	$36	$5	$59.25

GSA Rate for Los Angeles =

Primary Destination ℹ	County ℹ	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ℹ
Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	$74	$17	$18	$34	$5	$55.50

How to calculate:

Day 1 – Travel Day: 75% of San Francisco rate ($59.50) - Dinner provided ($36) = $23.50

Day 2&3: Two full days of San Francisco rate $79x2 = $158

Day 4 – Travel Day to Los Angeles: 75% of Los Angeles rate ($55.50) - Breakfast ($17) – Lunch ($18) = $20.50

Reimbursement Maximum = $202.00

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Example 2:

An employee is required to travel from Camarillo to San Diego to work on a project. The employee leaves home at 11:00 a.m. on Monday, with plans to return home the same day. Unable to complete the project on Monday, the employee spends the night in San Diego. After completing the project the next day, the employee returns to Camarillo by 10:30 a.m.

Calculating Reimbursement:

The employee met the overnight test and qualifies for hotel reimbursement even though the total trip was less than 24hours.

UPDATED GUIDANCE FROM THE CHENCELLOR'S OFFICE
AS OF January 13, 2024:

Allowable travel expenses for non-employee travelers are subject to the provisions of the travel policy and related procedures. A Travel Expense Claim must be submitted for a non-employee traveler in accordance with the requirements set forth in Reporting Travel Expenses.

Travel related to sponsored programs or grants with external funding may include different Meal and Incidental Expense (M&IE) per diem rates than what is indicated in the CSU policy. In these circumstances, the terms of these agreements will only apply when such terms are more restrictive than the CSU policy.

The language in this policy is not meant to allow employees to use their M&IE per diem for a different purpose. This is substantiated by the US GSA Per Diem Rates being referenced by the policy to establish per diem amounts based on travel location.

If the travel is approved, the full applicable per diem rates must be honored. If funding of the full per diem rate is not available for the department, then travel should not be approved. Partial per diem payments should not be made because there was only enough funding for some travel costs and not the meal and incidentals costs.

The campus may provide M&IE per diem rates without requiring substantiation, or they may require substantiation (more restrictive). Campuses that decide they will follow the CSU policy as written and do not want substantiation to provide M&IE per diem, should reimburse the full amount available for M&IE based on the specific circumstances of the policy. The employee should not be given the option to decline the M&IE per diem amount if the campus will not require substantiation. Alternatively, if the campus requires receipts for *all* M&IE claimed, they should reimburse the actual expenses.

FAQS:

FREQUENTLY ASKED QUESTIONS

QUESTIONS:

TRAVEL@CSUCI.EDU

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