Division of
BUSINESS & FINANCIAL AFFAIRS
California State University
CHANNEL ISLANDS

MEMORANDUM

DATE: March 3, 2025

TO: President's Planning Policy Council (PPPC)

FROM: Bradley Olin, Ed.D., Vice President for Business & Financial Affairs/CFO

SUBJECT: BFA Policies Recommendations - March 2025

We recommend the removal of certain policies that either duplicate existing California State University (CSU) policies without adding campus-specific details or primarily document procedures and processes rather than actual policy. Eliminating these redundant or procedural documents will not only streamline the manual and align our policy framework with CSU standards but also increase operational efficiency by reducing the time and resources needed for policy review and maintenance. CSU Policy Library

Policy	Status	Lead
Recommend removing:		
Business Travel	Duplication of CSU Policy 15645082	Stephanie Bracamontes
Procurement	Procedural- Handbook is already posted to website	Stephanie Bracamontes
University & Auxiliary Operating Reserves	Duplication of CSU Policy 12793248 CSU Policy 15644789	Stephanie Bracamontes
Administration of Student Org Funds	Duplication of CSU Policy 15008510	Bradley Olin
Minor Capital Outlay	Process for review of minor capital projects. Should be documented with an Administrative Detail.	Jim August
Recommend keeping:		
Chargebacks	Requires updates in terminology	Bradley Olin
Strategic Risk Management	CSU Policy 16707369 Campus Risk Management Policy. Further investigation needed regarding. Is a policy or AD required?	Jeff Kim
Campus Violence	Further investigation needed.	MariaElena Plaza

Revised 3/20/2025

Finance & Administration
Approved By: Richard R. Rush

Policy Number: FA.02.001
Effective Date: 3/25/13

Policy on Business Travel

PURPOSE:
To provide guidelines for authorization and expense reimbursement of official University business travel.

BACKGROUND:
As official business travel is necessary for the operation of the University, it is essential to provide a framework by which individuals can plan/request travel authorization and report and claim reimbursements for travel expenses incurred. Supervisors must approve travel requests before the travel occurs in order to document that employees are authorized to travel on University business.

POLICY:
Accountability:
The Vice President, Finance and Administration, administers this policy at California State University Channel Islands (CI). Questions, concerns, suggestions, or complaints should be directed to Accounts Payable.

Applicability:
This policy applies to all individuals traveling on authorized University business, such as employees, volunteers, applicants, consultants, students and others. Supervisors who authorize business travel and approve expense reimbursements are responsible for ensuring that travel is for appropriate business purposes. They must further verify that reimbursement claims are submitted in accordance with the terms and processes as documented in the associated California State University Channel Islands Travel Procedures. All individuals traveling on official University business must adhere to the terms and processes as documented in the Travel Procedures and submitting accurate expense reimbursement claims in a timely manner. Accounts Payable is responsible for reviewing travel reimbursement claims and processing payment of claims in accordance with the terms and processes as documented in the Travel Procedures. Accounts Payable is also responsible for providing travel policy training to employees and maintaining the Travel Procedures.

Text:
CIpolicy is to reimburse employees and other travelers for necessary and reasonable travel expenses incurred for authorized University business as documented in the Travel Procedures. The intent of this policy is that reimbursement be fair and equitable to both the traveler and the University. Individuals

traveling on University business must comply with the terms and processes as described in the Travel Procedures and exercising the same care in incurring expenses as they would in personal travel.

EXHIBIT(S):
Travel Procedures (http://www.csuci.edu/accountspayable/handbooks/ci-travel-procedures-and-regulations.pdf)

Integrated California State University Administrative Manual (ICSUAM) (http://www.calstate.edu/icsuam/sections/3000/3601.01.shtml)