



Channel Islands

CALIFORNIA STATE UNIVERSITY

Division of Student Affairs

DSA Area Name: Vice President for Student Affairs
office

Effective Date: August 6, 2019

Procedure Number: VP-p012.01

Student Affairs Working Procedure on Business Travel for Individuals Not Affiliated with the University

Intent: To provide an effective means for review and approval of business travel for individuals not affiliated with the University to come to campus (i.e. situations where the DSA would coordinate and/or pay for travel and related expenses for speakers, candidates for employments, etc.).

Background: This procedure provides a formal process for requesting, reviewing, and approving business related travel in order to meet operational needs of the Division.

Accountability: Area Heads are responsible for review and approval of requests in their respective areas within their signature authority limits.

Applicability: All staff within the DSA

Definition(s): N/A

Attachment(s): Refer to the [Procurement website](#) for New Vendor Information Forms and Travel Program information including the CI Travel Procedures and Regulations, Certify, and Car Rentals. Refer to the [Accounting website](#) for [travel related forms](#) and procedures including CIT Request Form, Travel Expense Claim Form, Business Expense Claim Form, International Travel Authorization, etc.

Procedure:

If payment and/or travel expenses are necessary.

Candidates for Employment:

This policy applies if:

- The University is to pay a portion of or all travel expenses.
- The candidate and/or a University staff coordinates travel.
 - Some expenses (e.g. flights, hotel, rental car) may be prepaid if coordinated by the University.
 - Candidate may be reimbursed for expenses if previously agreed upon with the area.

Vendor (i.e. speakers, trainers, performers, etc.):

To establish agreed upon fee and/or fixed amount for reimbursement, contracts/agreements must go through the University procurement process.

1. University to pay portion or 100% of travel expenses. Vendor or university staff to coordinate travel or combination of both. Some expenses may be prepaid if coordinated by the University. Vendor may be reimbursed for expenses if previously agreed upon;
2. Or, contract may be inclusive of travel costs thus University will not reimburse for expenses or book travel on behalf of the traveler.

All reimbursable travel (coordinated by the University or the vendor themselves) requires prior approval from supervisor and Area Head funding the travel. Approval requests should be submitted via email and should include: 1) the reason for travel and other pertinent information, 2) name of the individual/vendor, 3) origin of those traveling, 4) estimated costs for all expenses to be paid/reimbursed by the University, 5) how the expenses are proposed to be paid (i.e. University, individual, vendor; included in service fee or paid in addition to the service fee through the contract).

To make prepaid travel arrangements (flights, hotel, car rental) on behalf of the traveler, the University staff must have "Coordinator access" in Certify¹.

Travel reimbursements for students or non-university employees (candidates, vendors, speakers, etc.) cannot be processed in Certify. Therefore, reimbursement requests must be submitted using the Business Expense Claim Form (BEC) or Travel Expense Claim (TEC) form. If the individual is a new 'vendor'², they must complete the [Payee Data Record Forms-New Vendor Forms](#). The completed forms must be attached to an email request for a vendor ID number and submitted to Procurement prior to sending the TEC to Accounts Payable.

Once business travel is complete, the staff who coordinated the travel completes the BEC/TEC on behalf of the traveler(s). The BEC/TEC should be routed to the traveler for review, then to the supervisor and Area Head who originally approved travel, for signature and final approval. Approved BEC/TEC is scanned and saved to the S drive. Original documents are forwarded to Accounts Payable for final processing and payment. A TEC must be submitted even if no reimbursement is due to the traveler.

All existing University procedures for travel, procurement and accounts payable should be followed as well as those specifically required in the DSA.

<u>Dianne Wei</u>	<u></u>	<u>8/22/19</u>
Author's name	Author's signature	Date
 Approved:		
<u>DOROTHY AYER</u>	<u></u>	<u>08/23/19</u>
DSA Area Head's name	DSA Area Head's signature	Date
<u>R. Yao</u>	<u></u>	<u>8/24/19</u>
VPSA's name	VPSA's signature	Date

¹ Request for Coordinator access must be sent to Procurement by Supervisor/Area Head.

² All individuals requesting reimbursement must be set up in the University system as a 'vendor'