



BFA Administrative Detail: #30 – 4

Travel Reimbursement

1.0 PURPOSE

The purpose of this administrative directive is to provide guidance to CSU Channel Islands business travelers, approving officers, and Accounts Payable processors for travel conducted on behalf of the University. It provides an overview of the travel reimbursement process as dictated by the CSU Travel Policy and as restated in the CSU Channel Islands Travel Procedures and Guidelines.

2.0 BACKGROUND

The California State University pays or reimburses employees for travel related expenses that are necessary to conduct official University business. Travel reimbursements must comply with the CSU Travel Policy and prudent accounting practices.

The CSU Travel Policy is issued under the Chancellor's delegation of authority to the Executive Vice Chancellor and campus President. The implementing regulations are issued under re-delegation of authority to the campus Chief Financial Officer (Vice President for Business & Financial Affairs). Only the Chief Financial Officer, President, or their designees may approve exceptions to the CSU Channel Islands Travel Procedures and Regulations. Any delegation of such authority by the Chief Financial Officer or President or his/her designee must be made in writing.

3.0 OVERVIEW

The procedures contained in the CSU Travel Policy shall apply to all official University travel, including sabbaticals funded by the University and travel funded under federal grants and contracts. The policy applies to employees and all others traveling on official University business. The policy includes special rules for non-employees which may consist of, but are not limited to, students, visiting scholars, independent contractors, volunteers, witnesses, and interview candidates.

The terms of an extramural funding agreement will govern only when such terms are more restrictive than the policy. In addition, the terms of a collective bargaining agreement shall govern when such terms do not conform to the provisions of the policy. This policy is neither intended to nor shall be interpreted in any manner that would diminish the rights of employees under a settlement agreement.

The documentation, review, and approval processes stated in the policy are the minimum requirements for University travel reimbursements.

4.0 CITATIONS AND LINKS TO APPLICABLE STATE LAW, CSU POLICIES, ETC.

CSU General Accounting, Travel Policy 3601.01:

<https://csyou.calstate.edu/Policies/icsuam/Pages/3601-01.aspx>

CSU Channel Islands Travel Procedures and Guidelines:

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

5.0 PROCEDURES

The traveler, approving authority, and Accounts Payable Office have specific responsibilities which cover the required actions:

Traveler

Individuals traveling on official University business must familiarize themselves with and adhere to the CSU Travel Policy. All travelers are required to inform their supervisor of travel plans prior to departure, and should make certain that the business related expenses they incur are ordinary, reasonable, not extravagant, and necessary for the purpose of the trip.

Travelers are expected to utilize CSU preferred vendors and CSU negotiated terms and conditions whenever possible. Use of additional waivers and discounts available to governmental employees is strongly encouraged. Travel expenses not directly related to official University business are not reimbursable, and as such the University assumes no financial responsibility for expenditures incurred by individuals who fail to adhere to the policy.

Employees planning to travel to foreign destinations on official university business are required to review and comply with additional requirements in Section VIII - Travel Related Insurance and Section XIII - International Travel of the travel policy, and must submit a completed and approved (signed and

dated) International Travel Authorization (TA) form must be attached to the Travel Expense Claim (TEC) form.

The traveler due the reimbursement for travel costs incurred is responsible for:

- 1) Submitting travel claims not more than 60 days after the expenses were paid or incurred.
- 2) Providing the business purpose and inclusive dates of each trip.
- 3) Certifying he/she:
 - Received authorization to travel when required;
 - Traveled on official business;
 - Actually spent the amount for listed expenses;
 - Has verified that the amount due is accurate; and
 - Has not and will not seek reimbursement for (1) a duplicate claim or (2) from any other source.

A TEC must be submitted regardless of amount due or when no reimbursement is due. Additionally, the TEC must also include the cost of all expenses paid by the campus, including ProCard, direct billing, and prepaid expenses (e.g. Conference / Workshop / Registration fees, airfare, rental car costs, etc.).

In the event that an employee received reimbursement for travel related expenses and subsequently receives a full or partial refund related to those expenses, the refunded amount must be returned to the University no later than 120 days after the expense was paid or incurred.

Approving Authority

The approving authority designated to approve TECs ensures all expenses are reasonable in terms of price, purpose, and necessity.

The approving authority is responsible for:

- 1) Ensuring expenses charged are supported by sufficient funds and ensuring appropriateness of use of funds.
- 2) Ensuring expenses requested are ordinary, reasonable, not extravagant, necessary, and supported by a business purpose or justification, as appropriate.
- 3) Validating, to the extent possible, that the expenses listed were actually incurred by the employee and that appropriate supporting documentation is attached.
- 4) Reviewing and approving the business purpose and ensuring the request is in compliance with any applicable sponsored project/grant requirements.

- 5) Approving/denying payment of the travel claim in a timely manner. Approving signatures must include the date of approval.
- 6) Denying expenses not directly related to official University business.

Accounts Payable (Travel Reimbursement) Office

The Accounts Payable Office will perform the following functions:

- 1) Review / audit for compliance with policy.
- 2) Verify appropriate approver has signed and dated the TEC.
- 3) Ensure appropriate documentation is submitted.
- 4) Process reimbursements and payments.

6.0 DEFINITIONS

CSU Channel Islands Travel Procedures and Guidelines: Provides an overview of the business travel reimbursement process at CSU Channel Islands as dictated by the CSU Travel Policy.

CSU Travel Policy: As stated in the Integrated CSU Administrative Manual (ICSUAM) policy number 3601.01, articulates the California State University (CSU)'s requirements related to official University business travel to assure that funds allocated towards travel are appropriately used, properly authorized, supported by a documented business purpose, substantiated by applicable receipts, correctly processed for payment, and in compliance with all applicable regulations.

International Travel Authorization (TA): Official document to secure approval to incur international travel expense. Domestic travel does not require a travel authorization.

Travel Expense Claim (TEC): Form used by employees, students, and others traveling on official University business for reimbursement of all travel expenses, including lodging, meals, transportation, mileage, and meeting expenses.

7.0 CONTACTS

For further information, please contact:

AVP for Financial Services – Missy Jarnagin | missy.jarnagin@csuci.edu | x3282

Accounts Payable Lead – Myrna StaAna | myrna.staana@csuci.edu | x8489

TRACKING

Author: C. Valenzula

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Revision History

| Revision Date | Revised By | Summary of Revisions | Section(s) Revised |
|---------------|------------|--|-----------------------------|
| 03/04/2016 | J. Moss | Updated all references to the CSU Travel Policy and CSU Channel Islands Travel Procedures and Guidelines | 2.0, 3.0, 4.0, 5.0, and 6.0 |

Review / Approval History

| Review Date | Reviewed By | Action (Reviewed, Recommended or Approved) |
|-------------|--------------------|--|
| 05/01/2013 | Y. Trinidad, VPBFA | Approved |
| | Y. Trinidad, VPBFA | |