



## Travel Policy and Procedures

### 1. POLICY

The 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.

This policy applies to all CSU employees, students, and others traveling on university business (guests).

Travelers are held accountable for their conduct under any applicable CSU and campus policies, procedures, collective bargaining agreements, and applicable state and federal laws. Where the provisions of this policy conflict with the collective bargaining agreements pursuant to the Higher Education Employer-Employee Relations Act (HEERA), the collective bargaining agreements shall take precedence.

Any situations not addressed in this document will be covered by the [CSU Travel Policy](#).

### 2. PROCEDURES

- Exceptions for expenses that are typically non-reimbursable and arise because of special or unusual circumstances must be authorized, approved, and documented by the appropriate approving authority (usually the appropriate Vice President).
- All travel, including conference registration, must be pre-approved before money is spent. No meals or drinks will be reimbursed for travel less than 24 hours without an overnight stay.

- University travelers should not pay for expenses on behalf of other employees or students during travel, except for co-travelers sharing a room or rental car (which must be noted on all travelers' claims) and group travel (faculty or coaches traveling with students). University travelers will not be reimbursed for expenses paid by other persons.
- Travel begins 25 miles from campus. No travel-related expenses (hotel lodgings, M&IE per diem, etc.) will be paid within 25 miles of campus.

**Pre-Approval Required Before Travel**

The appropriate approving authority must preapprove all travel in one of three ways:

1. Charge Request (for Uniglobe or car rentals if not using Concur)
2. Concur Request (provide the Request number to Uniglobe or the car rental company)
3. Travel Authorization Request Form (TARF)

Blanket TARFs are allowed only for claims reimbursing mileage. Those expenses should be submitted on either monthly or quarterly Travel Expense Claims, with a copy of the blanket TARF attached to each.

<b>Blanket TARFs (for a fiscal year   July 1 – June 30)</b>		
<b>Travel Expense Type</b>	<b>Combine One or More Trips on the Same Claim</b>	<b>Can Use a Blanket TARF? (Good for 1 Fiscal Year)</b>
Mileage	Yes	Yes
Lodging	No	No
Meals	No	No
Car Rental	No	No
Gas	No	No
Other Expenses	No	No

## **Reporting Travel Expenses - Deadlines**

- Travel expense claims should be submitted within 30 days of the end of travel.
- Travel expense claims submitted more than 60 days after the end of travel require the approval of the applicable Vice President or their designee and may be taxable.

## **Completion of a Travel Expense Claim**

- A travel expense claim must be submitted whether any money is owed to the traveler.
- The total amount of all expenses and advances related to a particular trip must be accounted for when submitting a Travel Expense Claim, even if the University paid some of them.
- All expenses for a trip should be reported on one Travel Expense Claim, including University-paid expenses (ProCard's, Travel Cards, Charge Requests, Advances), which must be deducted from the amount due.
- All expenses should be submitted on a single claim, but if an additional claim is submitted, it must be marked as "Supplemental," and the original claim must be identified.

## **Substantiation of Expenses**

Required are:

- The purpose for the travel or the nature of the CSU business benefit derived as a result of the travel.
- Mileage:
  - When claiming mileage driven in a personal vehicle, a [Google Map](#) must show the route and mileage from the departure point to the trip's destination. Any substantial deviation from the distance shown in a standard highway mileage guide must be explained.

- The departure point should be the employee's usual work location or home, whichever is closer to the destination. The address of CSUB to be used for mileage is 9001 Stockdale Highway, Bakersfield, CA.
- Receipts:
  - Receipts are always required for airfare, hotels, and rental cars.
  - For other travel expenses, a receipt is required for all expenses of \$75.00 and over.
  - It is the traveler's responsibility to get a detailed receipt for expenses. If the traveler has tried but all measures to obtain a duplicate receipt have been exhausted, a [Lost Receipt Form](#) must be completed, signed by the same person who signed the claim, approved, and attached to the claim.
  - The method of payment must be included on the receipt; the last 4 digits of the credit card or "cash" may be handwritten (so that we can tell if the traveler paid or if it was paid using a CSUB credit card).

From the CSU Travel Policy:

#### Documentation Requirements

##### Receipts

An itemized receipt:

- Demonstrated the cost (shows what was purchased).
- Provides proof of payment (shows how it was paid).
- Itemized receipts for all expenses more than \$75 dollars must be submitted with the Travel Expense Claim.

##### Group Travel:

A group leader should submit claims for group travel expenses and must include the names and affiliations of persons on whose behalf expenses were incurred (the group leader should also have paid for the expenses).

## Personal Days:

If any personal time was taken during the trip:

- The day(s) must be clearly labelled.
- No expenses may be claimed for personal days.
- An airfare comparison for the trip must be attached. This is done by searching at the same time the airfare is purchased for what the same trip would cost without the addition of any personal days at the beginning or end of the trip.

## CSU Direct Bill Relationships:

If travelers choose to pay for their travel reservations instead of using the CSUB direct-bill relationships (using a Charge Request for airfare and/or rental cars), they may do so but will not be reimbursed until they submit their Travel Expense Claim after the end of travel.

## **Repayment of Excess “Advance” Amount**

If the amount of an advance – or the amount paid using a ProCard or University Travel Credit Card – exceeds the reimbursable expenses, or if the employee charged an unallowable expense on a university-paid card:

- The traveler must repay the University for the amount at the Cashier’s Office before submitting the travel claim.
- The cashier’s receipt for the amount due shall be submitted with the Travel Expense Claim.
- Travelers who do not identify and repay these excess payments before submitting their claims will be reported to the appropriate Vice President and the AVP of Business and Financial Services, and it may affect their ability to possess a University-paid credit card.

## **Approval of Travel Expense Claim**

The approver is responsible for ensuring that the expenses are appropriate and in compliance with policy. Approvers should request any necessary additional information or documentation. Someone with signature authority for the chartfield(s) being charged must sign the claim.

Authorized approvers may not approve:

- Expenses of individuals to whom they report either directly or indirectly.
  - Campus presidents are the exception: the campus CFO shall approve the travel expenses of their campus president, including the spouse, registered domestic partner, or associate of the president.
- Travel expenses of a near relative (e.g., spouse, significant other, child, or parent).
- Their own expenses.

### **Taxation of Travel Expenses**

Travel expenses are considered by the IRS to be taxable income to the traveler under the following conditions:

- When the Travel Expense claim is submitted 60 days after the end of travel.
- Excess amounts not returned to the University within 120 days after the end of travel.
- Reimbursement of an employee's spouse or registered domestic partner's travel expenses that do not serve a bona fide University business purpose.
- Certain international travel expenses combined with personal travel ([CSU Policy related to travel that includes personal days](#)).
- Travel expenses related to moving or relocation: [CSU Moving and Relocation Policy](#).

### **3. RESPONSIBILITIES**

It is the responsibility of each individual who spends funds related to official University business travel and of each administrator and approving authority who approves the use of funds related to official business travel to adhere to the policy and related procedures in effect at the time of travel.

## **Traveler**

The traveler is responsible for:

- Obtaining pre-authorization for travel.
- Utilizing CSU-preferred vendors and CSU-negotiated terms and conditions whenever possible.
- Attaching a daily agenda for conferences and meetings.
- Taking all steps to minimize risk to themselves and the University. This includes utilizing safe transportation and lodging options.
- Not paying for expenses of other CSU employees or students using university credit cards (ProCard or Concur Travel Credit Card). Only the cardholder's expenses should be charged to CSUB cards, and only the traveler's expenses should be submitted on the travel claim.
- Making certain that the business-related expenses they incur are ordinary, reasonable, not extravagant, and necessary for the purpose of the trip.
- Submitting Travel Expense claims no more than 60 days after the expenses were paid or incurred.
- Submitting quarterly Travel Expense Claims when a trip lasts more than 90 days.
- Providing the business purpose and inclusive dates of each trip.
- Returning the refunded amount to the University if the payment for travel expenses received a full or partial refund no later than 120 days after the expense was paid or incurred.
- Ensuring that all expenses comply with this travel policy.
- Not seeking reimbursement for a duplicate claim, or from any other source.

- Verifying that the amount due is accurate.
- Only seeking reimbursement for travel on official CSU business.

### **Approving Authority**

The approving authority is responsible for:

- Ensuring expenses are charged to funds authorized for the purpose and in compliance with the travel policy and related procedures.
- Ensuring expenses requested are ordinary, reasonable, not extravagant, necessary, and supported for a business purpose or justification, as appropriate.
- Validating, to the extent possible, that the approving authority reasonably believes the expenses listed were incurred by the employee and appropriate supporting documentation is attached.
- Reviewing and approving the business purpose and ensuring the request complies with any applicable sponsored project/grant requirements.
- Approving/denying payment of the Travel Expense Claim promptly.
- Denying expenses not directly related to official University business.

## **4. MEALS AND INCIDENTAL EXPENSES**

### **Faculty, Staff, and Students**

- The daily meals and incidentals reimbursement will be paid as a per diem allowance based on the travel destination.

Rates are determined by the location where the traveler will spend the night on that day.

- Use [Domestic Rates \(GSA\)](#) for the Continental U.S.
- Use [Non-Foreign OCONUS-DoD](#) for Alaska & Hawaii, and American territories.
- Use [Foreign Per Diem \(US State Dept\)](#) for international travel.
- The first and last day of travel are paid at 75% of the per diem rate per the GSA.



- Expenses above the per diem rate will not be paid and are the responsibility of the traveler.
- University travelers should not pay for expenses on behalf of other employees or students during travel, except in the case of co-travelers who are sharing a room or rental car (which must be noted on all travelers' claims).
- Do not submit receipts for meals and incidentals with your Travel Expense Claim.
  - If you use a ProCard for your travel expenses, you must submit a detailed receipt for each expense on your ProCard Reconciliation Report. See the [ProCard Handbook](#) for more information.
- A daily agenda is required for conferences, training, and meetings.
- When meals are furnished to the traveler without charge (e.g., conferences, meetings, etc.), the application meal amount for the meal(s) must be deducted from the per diem amount. These situations include but are not limited to the following:
  - Meals furnished as part of a conference or professional meeting.
  - Meals are included in the event registration fee.
  - Group expenses are billed directly to the University.

Continued on next page.

## Meals and Incidentals (M&IE) Matrix

The following chart summarizes the maximum rates authorized for M&IE incurred while on travel status.

Travel Time	48 Contiguous United States	Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and US Possessions	International
Less than 24 Hours	No reimbursement	No reimbursement	No reimbursement
Less than 24 Hours with Overnight Stay	75% of the location-based federal per diem rate on the first and last day of travel	75% of the location-based federal per diem rate on the first and last day of travel	75% of the location-based federal per diem rate on the first and last day of travel
Less than 30 days	100% of location-based federal per diem rate on full days travel	100% of location-based federal per diem rate on full days travel	100% of location-based federal per diem rate on full days travel

### Guests (Candidates, Speakers, Etc.)

Meals and incidentals for guests will be paid at a flat \$59 per diem.

- No receipts are required for meals or incidentals.
- Detailed receipts with the method of payment are required for hotel and other business expenses. The last 4 digits of the credit card or “cash” may be handwritten (so we can tell if the traveler paid or paid using a CSUB credit card).

### Travel of Less Than 24 Hours

Meals and incidentals during travel of less than 24 hours that do not include an overnight stay will not be paid or reimbursed because the IRS considers such expenses a fringe benefit and, therefore, a taxable item. When a traveler is on a

short trip, they are expected to pay for their meals, just as they would do at their normal work location.

## 5. LODGING

Travelers may secure lodging when traveling on business more than 25 miles (one way) from their normal work location or home, whichever is closer to the destination.

Travel Time	48 Contiguous United States	Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and US Possessions	International
Less than 24 Hours	Actual Lodging not to Exceed \$333/night	Actual Lodging not to Exceed \$333/night	Location-based federal per diem-rate
Less than 30 Days	Actual Lodging not to Exceed \$333/night	Actual Lodging not to Exceed \$333/night	Location-based federal per diem-rate
30 Days or More	<ul style="list-style-type: none"> <li>• Authorized per diem allowance based on an estimate of actual daily expenses</li> <li>• Not to exceed the applicable location-based federal per diem rate</li> </ul>	<ul style="list-style-type: none"> <li>• Authorized per diem allowance based on an estimate of actual daily expenses</li> <li>• Not to exceed the applicable location-based federal per diem rate</li> </ul>	<ul style="list-style-type: none"> <li>• Authorized per diem allowance based on an estimate of actual daily expenses</li> <li>• Not to exceed the applicable location-based federal per diem rate</li> </ul>
In Excess of One Year	Authorized per diem allowance up to 150% of the applicable 30 days or more per diem rate	Authorized per diem allowance up to 150% of the applicable 30 days or more per diem rate	Authorized per diem allowance up to 150% of the applicable 30 days or more per diem rate

## **Continental U.S.**

The nightly lodging rate may not exceed \$333 per night, excluding taxes and other related charges. A traveler who attends an approved conference where the prearranged conference lodging rate exceeds the \$333 per night limit may stay at the conference hotel without additional approval. The claim must include a notation that the conference is being held at the hotel where the traveler is staying.

Lodging expenses must be substantiated with a detailed receipt showing:

- The nightly cost of lodging
- All taxes
- Parking fees:
  - Only self-parking is allowable unless a reason for an exception is included.
  - If self-parking is unavailable and the traveler must use a valet, that must be detailed in the claim.
  - If there's no explanation and Payment Services can find a self-parking fee on the hotel website, that amount will be paid, and no additional reimbursement will be made.
  - If the traveler has a business reason for valet parking, such as being a conference or meeting speaker and having many items to take into the hotel, that reason must be explained in the Travel Expense Claim.
- Any other expenses charged to the hotel.
- The method and amount of payment: the last 4 digits of the credit card can be handwritten (so that we can tell if the traveler paid or if it was paid using a CSUB credit card).

## **Alaska, Hawaii, and U.S. Possessions**

Lodging expenses are reimbursed based on actual expenses, up to the maximum rate listed based on the destination from the following site: [Non-Foreign OCONUS-DoD.](#)

Detailed receipts are required, including:

- The nightly cost of lodging.
- All taxes.
- Parking fees:
  - Only self-parking is allowable unless a reason for an exception is included. If self-parking is unavailable and the traveler must use valet, that must be detailed in the claim.
  - If there's no explanation and Payment Services can find a self-parking fee on the hotel website, that amount will be paid, and no additional reimbursement will be made.
  - If the traveler has a business reason why valet parking is needed, such as being a conference or meeting speaker and having many items to take into the hotel, that reason must be explained on the Travel Expense Claim.
- The method and amount of payment: the last 4 digits of the credit card may be handwritten (so that we can tell if the traveler paid or if it was paid using a CSUB credit card).

## **International**

- Lodging expenses for international destinations are paid on a per diem based on location: [Foreign Per Diem \(US State Dept\)](#).
- No receipts are required for per diem payments.
- If you use a ProCard for your travel expenses, you must submit a detailed receipt for each expense on your ProCard Reconciliation Report. See the [ProCard Handbook](#) for more information.
- If actual expenses are claimed due to special or unusual circumstances, such as the traveler spending more than the per diem amount for the hotel, the traveler must document such circumstances by submitting a written explanation with the Travel Expense Claim.

- The amount reimbursed may not exceed 300% of the applicable federal rate established for the travel location.
- The reimbursement of actual expenses must be supported by receipts, including:
  - The method and amount of payment: the last 4 digits of the credit card may be handwritten (so that we can tell if the traveler paid or if it was paid using a CSUB credit card).
  - The foreign currency translation of all expenses.
  - A screenshot of the expense(s) on your bank statement (do not send your entire statement or your entire account number; only the last 4 digits are required).
  - Include the currency transaction from the [Oanda Historical Currency Translation Tool](#).

## 6. TIPS AND GRATUITIES

CSUB allows a maximum tip of 20%. Any tip paid above 20% must be repaid to the University before the travel claim is submitted, and the Cashier’s Office deposit receipt must be attached to the claim.

Type of Tip	Type of Expense	Report As
Tips given to hotel staff (such as bellhops, baggage carriers, porters, housekeepers)	Incidental Expense	Include as part of the location-based federal per diem rate for meals & incidentals
Tips for meals	Incidental Expense	Include as part of the location-based federal per diem rate for meals & incidentals
Tips were given to taxis, shuttle service, courtesy transportation drivers, etc.	Transportation Expense	Actual reasonable cost incurred included as part of transportation expense

Tips given to valet parking attendant	Parking expense	Actual reasonable cost incurred; included as part of parking fee
---------------------------------------	-----------------	--

## 7. PAYMENT OF TRAVEL EXPENSES

Campus is expected to take advantage of CSU-negotiated contracts for airfare (Uniglobe and Concur) and car rentals (Enterprise and Certified) by using our preferred vendors instead of paying for those expenses and then requesting reimbursement.

Conference fees or training that involve travel should be paid using a CSUB ProCard.

### Payment Methods

ProCard:

- If the cardholder has travel authority on their card, they may pay for travel expenses using the card.
- The ProCard authorization report requires detailed receipts for all charges.
- Only the cardholder's expenses should be charged to the ProCard. Charging other CSU employees' or students' expenses on the ProCard is only allowable when part of Group Travel (faculty and coaches traveling with student groups).
- A Travel Expense Claim is also required, even if the traveler is not owed any money.
- Proof of travel preauthorization (Travel Authorization Request Form or Concur Request) must be attached to the ProCard Reconciliation Report for all related expenses.

Concur Travel Credit Card:

- All expenses paid using this card must be reconciled by submitting an Expense Claim in Concur.
- Only the cardholder's expenses should be charged to the Concur Travel Card. Charging other CSU employees' or students' expenses on a CSU credit card is only allowable when part of Group Travel (faculty and coaches traveling with student groups).

#### Charge Request Form:

- Airfare may be reserved through Uniglobe, and car rentals through Enterprise and Certified can be reserved using the Charge Request Form, which will be paid using a university ghost card.

#### Concur Booking Tool:

- Airfare and Amtrak may be booked in Concur, and hotels may be reserved. These will be charged to a university ghost card.

#### Personal credit cards or cash:

- Travelers may pay for their expenses but will not be reimbursed until they submit their Travel Expense Claim after the end of their travel.

#### Advance:

- Only athletics and faculty/staff traveling with students may request a travel advance to cover estimated out-of-pocket expenses.
- Travel advances will not be authorized under any of the following circumstances:
  - If the traveler has another advance that has not been cleared yet, submit the related travel claim and repay any leftover money to the Cashier's Office.
  - A CSU-issued credit card has been lost. Lost cards should be reported to US Bank and [procard@csub.edu](mailto:procard@csub.edu) immediately, and arrangements should be made for the issuance of a replacement card.



- A CSU-issued credit card has been suspended or canceled due to the traveler's failure to meet the requirements of possessing said card.
- The traveler did not request a CSU-issued credit card early enough to receive it before their trip.

### **Grant-Sponsored Travel**

- Any expenses must be specifically allowed in the grant paperwork.  
The PI and Grants Analyst must approve the expenses before processing the paperwork to Payment Services.
- Grant rules may be stricter than this policy, and if they are, the grant rules take precedence.

### **Travel Insurance**

- Employees are routinely covered 24/7 by campus insurance while on official CSU business.
- Employees driving any vehicle on CSU business must get preapproval from Safety and Risk Management-Driving on CSU Business.
- Employees using a private vehicle on CSU business must maintain adequate insurance coverage.
- International travel requires special insurance. See [Safety & Risk Management - International Travel](#).
- Continental U.S. auto rentals should be reserved through Enterprise or Certified only, using either a Charge Request Form or a Concur Request (provide the company with the Charge Request or Concur Request number). Travelers who rent through these two agencies are automatically covered with insurance.
- Car rental insurance should only be paid for rental cars in Alaska, Hawaii, U.S. possessions, and international locations. No personal protection plans (insurance) purchased by travelers will be reimbursed for any other locations.

## **8. ACADEMIC FIELD TRIPS – ONE-DAY TRAVEL**

- One-day academic field trips do not qualify for per diem reimbursement because an overnight stay is required for per diem. Instead, a [Hospitality Justification Form](#) may be used; it must be pre-approved before the trip.
- Only academic field trips with students qualify.
- The per-meal maximums on the hospitality form must be followed.
- A list of the attendees must be attached.
- The faculty/staff accompanying the students may be included in the same meals as the students.
- The travel claim that the faculty/staff submits for the trip must include this expense, and the approved form needs to be attached, in addition to a detailed receipt.
  - On a paper claim, enter the expense in the Business Expense column.
  - In Concur, enter it as a Hospitality Expense.

## 9. TRAVEL FORMS

Links to the travel forms are available on the [Campus Forms Gateway](#).

## 10. ANYTHING NOT COVERED IN THIS POLICY

- Any items not addressed in this policy will follow the [CSU Travel Policy](#).
- Additional information and resources may be found on the [Payment Services website](#).
- Payment Services' email address is [accounts\\_payable@csub.edu](mailto:accounts_payable@csub.edu).
- The Travel team's email address is [travel@csub.edu](mailto:travel@csub.edu).

It is best practice to read through the CSU and CSUB policies fully to better understand the procedures the University follows.

If you have further questions about the business processes after reading both the CSU and CSUB policies and procedures, it is recommended that you attend an Open Lab session to have your questions answered live by the Payment Services staff.

Open Lab for Travel is held on Wednesdays from 10:00 to 11:00 a.m. You can join the Open Lab [here](#).