Advancement Operations Training on Travel & Hospitality Policies
April 26, 2019
CSU Travel Policy

• Expenses reimbursed must be reasonable, not extravagant and necessary. Only expenses actually incurred and substantiated are reimbursable.

• All travel must be properly authorized via the “Request for Authorization to Travel” (RAT) form. This form is to be completed and approved prior to making travel arrangements.
  - RAT (specific) is required for each travel that has overnight lodging.
  - RAT (blanket) covers most travel with no overnight lodging in SF and Greater Bay Area within a fiscal year.

Link: Request for Authorization to Travel
Transportation

Transportation expenses shall be reimbursed based on the most economical mode of transportation.

• **Private Vehicle**
  o Enroll in the Driver Safety Program and complete CSU Learn “Defensive Driving Fundamentals” training. Renew every 4 years.
  o Link: [Driver Safety Program](#)
  o Gas mileage reimbursement rate is **58 cents** per mile, **effective 1/1/19**.
  o Charges for ferries, bridges or toll roads may be claimed.
  o Reasonable charges for parking.

• **Local Public Transportation** (e.g., buses, subway, streetcars)
  o Taxi/uber/lyft fares, including tips, are allowable when the use of public transportation is impractical or not available.
  o The cost must be reasonable in relation to personal car use costs, including parking, tolls, etc.
Transportation (Cont’d)

• **Rental Car (Enterprise & National)**
  - Pay with personal credit card and request a reimbursement after the trip.
  - Economy or intermediate class vehicle required
  - Full tank of gas strongly encourage
  - Booking Directions ([link](#))
  - Booking Website ([link](#))

• **Commercial Airlines**
  - Cost of airfare will be prepaid by the university
  - Coach or any other discounted economy-class fare shall be used whenever ticketing restrictions are reasonable.
  - The University will pay the cost for checked baggage that is considered reasonable and necessary for the business purpose and length of the trip.
Subsistence Expenses

- Lodging
- Meals
- Incidental
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, subject to departmental approval.

- Maximum Limits for Reimbursing the Costs of Lodging is $275 per night (excluding taxes), effective February 1, 2016.
  - Expenditures above the cap are the responsibility of the traveler unless a documented exception is pre-approved.

- Staying with a friend or relative while on official business for the university
  - Non-cash gift is allowable (e.g., flowers, restaurant meal, groceries)
  - Maximum $75 (limited to one reimbursable gift per stay)
Meals/Incidentals/Business Related Expenses

The reimbursement of daily meal and incidental expenses will be based on actual amounts incurred subject to the daily maximum reimbursement cap.

- Meal allowance is **$55 per day**. Expenditures above the cap are the responsibility of the traveler.

- In the event the traveler must forego the provided meal as part of an event or conference for health or business reasons, an explanation for the purchase of the meal replacement must accompany the claim.

- Incidental allowance is $7 per day (tip for porters, baggage carriers, bellhops, hotel housekeepers, etc) and not reimbursable during the first 24 hours of travel.

Business Related Expenses:

- **Reimbursable**: hospitality meals, internet, phone calls, supplies, postage, baggage, gas for car rental.

- **Not reimbursable**: fines/citations

❖ **Meals & incidental expenses shall not be reimbursed unless travel includes an “overnight stay” as supported by a lodging receipt.**
**Personal Travel Combined with University Business Travel**

- When a different method of transportation is used for personal convenience, such as driving instead of flying, the CSU will pay the lesser cost of the two methods.
- If the alternate method is used and requires additional time, the staff member must use his/her own personal time.
- When travel on state business is extended for personal reasons, the CSU will only reimburse the staff member for expenses during the time he/she would have been required to travel were the trip not extended for personal reasons.
- Print out a comparison of flight prices
- Pay with a personal credit and request a reimbursement (if airfare is higher than what it would have been for just business purpose).
Cancellation of Reservations

- If a trip must be cancelled or changed, the traveler must make every effort to cancel/change any travel reservations.
- Fees incurred will be covered if the cancelation/change was work related or due to unforeseen circumstances out of the control of the traveler.
- Charges or lost refunds shall not be reimbursed unless the traveler can show that such failure was the result of circumstances beyond the traveler's control.
- Must return refund of any unused or partially used transportation tickets.
- A business justification must be submitted and approved by the Vice President of University Advancement.
States Subject to AB 1887’s Travel Prohibition

- The following states are currently subject to California’s ban on state-funded and state-sponsored travel:
  - Alabama
  - Kansas
  - Kentucky
  - Mississippi
  - North Carolina
  - South Dakota
  - Tennessee
  - Texas
  - Oklahoma
  - South Carolina (effective 4/15/19)

- Travelers and approvers are required to check the website when planning out-of-state travel.
  - Website: [https://oag.ca.gov/ab1887](https://oag.ca.gov/ab1887)
Updates

- No Vice President approval required for travel requests for out-of-state travel.

International Travel

- Subsistence reimbursement is based on actual expenses up to the max per diem rate to that location regardless of funding source.
  - Add 11444 class code to the designated chartfield.

- All exceptions to the travel policy (regardless of dollar amount) must be approved by the traveler’s Vice President.
Travel Reimbursement Request Checklists

- Approved RAT form
- Receipts are required for expenses
- Conference/Event Itinerary
- Backup documents for prepaid expenses (registration fee, airfare, lodging)
- Maps for mileage reimbursement
- Complete the Combined Travel Claim and Itemized List of Actual Expense form ([link](#))

*All travel claims must be submitted to the Accounts Payable Travel Office no later than 60 Days from the trip return date.*
Hospitality Policies
Key Definitions

• Hospitality
  o Entertainment Services
  o Food and Beverage
  o Gifts, Awards and Prizes
  o Promotional Items

• State funds—generally, all funds housed in the University.
  o General fund and trust funds

• Business purpose — a public purpose consistent with the University achieving its mission; related hospitality expenses must be necessary and reasonable to achieve the University’s mission.
Hospitality Expenditures

- The University may provide hospitality to employees, students, donors, guests, visitors, volunteers, and other individuals as part of a business meeting; or other occasion that promotes the University’s mission.

- Expenses must be directly related to, or associated with, the active conduct of official University business.

- Expenses must be necessary and reasonable.

- The expenditure of funds for hospitality should be cost effective and in accordance with the best use of public funds.
Hospitality provided to employees

• Employee-only events (meetings)
  o Meals or light refreshments provided to employees maybe permitted if the expenses are infrequent, necessary, reasonable and appropriate to the business purposes.
    ▪ A meeting where there is a schedule speaker during the meal period.
    ▪ A meeting where the participants work through the meal period.

• Meals for employees from the same work location
  o Not reimbursable unless the business purpose of the meal could not be conducted during working hours or the meal is part of an employee meeting (subject to Vice President’s approval).
Hospitality provided to employees (Cont’d)

- Awards and gifts to employees- employee recognition, length of service and retirement awards.
  - Recognition for individuals or groups of employees must be for a specific purposes- What are they being recognized for?
  - Exceptional contributions of service awards, with at least 5 year of service.
  - Maximum allowance amount for any award/gift is $200
  - Gift cards/certificates are reportable and taxable to an employee.
Awards and gifts to non-employees

- State funds may not be used to pay for gifts to non-employee unless the gift is justified by a University business purpose.
  - Necessary to the University fulfillment of its mission
  - Promotion of goodwill in the University community

  - A donor or potential donor
  - A civic or cultural organization
  - A member of the local community
  - A visiting dignitary or scholar
Prohibited expenses

• Payment for food, beverages, and entertainment services that do not serve a business purposes.

• Payment for alcoholic beverages, tobacco products.

• Payment for sympathy, get well, birthday, wedding, baby shower and anniversary gifts.

• Thank you meals, receptions, and gifts.

• Hosting events at an employee’s private residence is prohibited.
Maximum rates for hospitality (food & beverages)

<table>
<thead>
<tr>
<th></th>
<th>State Funds</th>
<th>Auxiliary Funds</th>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
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<td>$20</td>
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<tr>
<td>Lunch</td>
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<td>$35</td>
</tr>
<tr>
<td>Dinner</td>
<td>$50</td>
<td>$75</td>
</tr>
<tr>
<td>Light Refreshment</td>
<td>$15</td>
<td>$35</td>
</tr>
</tbody>
</table>

*The maximum rate is inclusive of tax and service (e.g. tax, tips, and service fees.) 15% tip recommended, 20% max.*
Hospitality Program Codes

• For hospitality, the following program codes must be recorded:

<table>
<thead>
<tr>
<th>Type of Hospitality</th>
<th>Program Code</th>
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</thead>
<tbody>
<tr>
<td>Food</td>
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<tr>
<td>Entertainment</td>
<td>2020</td>
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<tr>
<td>Event Supplies</td>
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<tr>
<td>Facility Rental</td>
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<td>Awards to non-employees</td>
<td>2050</td>
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<tr>
<td>Awards to employees</td>
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</tr>
</tbody>
</table>
Payment & Reimbursement Procedures

• **Hospitality Form** *(link)*
  - Official host must be an individual (not an organization)
  - Location of activity or event must be an established business location
  - List of attendees is required for small activities/events that have less than 25 participants
  - Hospitality program codes must be included.
  - Approval signature from the Official’s Host Appropriate Administrator (MPP) with delegated fiscal authority to authorize payments from the funding source

• **Supporting Documentation & Receipts**
  - Original or electronic itemized receipts are acceptable
  - Non-itemized credit card receipts are not acceptable
  - VP’s approval is required for any request that has inadequate, supporting documentation.
Payment & Reimbursement Procedures (Cont’d)

• Contracts for Hospitality Products & Services
  o Must be processed through Procurement Services before the event via the purchase requisition process. The Hospitality Form should be attached to the requisition when it is submitted to Procurement Services for prepayment only.

• Hospitality While on Travel Status
  o Should be recorded as a Business Expense on the Travel Expense Reimbursement form and the Hospitality form attached with the travel claim.
    o Original itemized receipts must be attached regardless of the amount.

• Hospitality exceptions must be approved by the Official Host’s Vice President (or the President in cases where a Vice President is the Official Host).
Questions

- Contact AP Travel Coordinators.
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  - Edward Wang (L-Z)  eww@sfsu.edu  x82604