

Advancement Services Training on Travel Policies

April 22, 2016



CSU Travel Policy

Expenses reimbursed must be:

- **Ordinary**
- **Reasonable**
- **Not extravagant**
- **Necessary**

Only expenses actually incurred and substantiated are reimbursable.



Authorization to Travel

- All travel must be properly authorized via the “Request for Authorization to Travel” (RAT Form).

http://fiscaff.sfsu.edu/sites/sites7.sfsu.edu.fiscalaffairs/files/forms_documents/request_for_authorization_to_travel_2015.pdf

- This form is to be completed and approved **prior** to making travel arrangements.
- Estimate total cost of trip for budget purposes (including airfare, hotel, conference registration)
- The RAT form has different travel uses:



Authorization to Travel (cont'd)

1. Blanket Authorization

- Covers most travel in the Bay Area
 - Examples:
 - ❖ Visiting a prospective donor in Oakland
 - ❖ Attending an alumni event in the Bay Area.
 - Submit with all travel reimbursement requests for local travel
 - Renew at the beginning of every fiscal year (July 1)



Authorization to Travel (cont'd)

2. Specific Authorization

- Traveling by airplane
- Traveling by automobile with overnight lodging

Examples:

- ❖ 2 days Conference in SF (no lodging)
- ❖ Foundation Board Retreat in Half Moon Bay
- ❖ CASE Conference in LA



Transportation

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

Example:

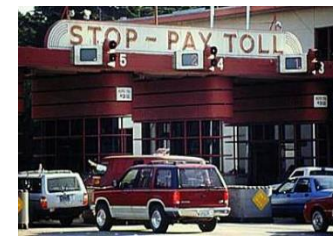
Drive to New York: \$4,500

Fly to New York: \$500 ✓

Here are examples of different modes of transportation and the allowable reimbursements...



Private Vehicle



- Defensive Driver's Training
 - Mandatory in order to receive reimbursement.
 - Complete Defensive Driver's Training course online at <http://erm.sfsu.edu/content/driver-safety-program>
 - Renew every 4 years



Private Vehicle (Cont'd)

- Gas mileage reimbursement rate, effective February 1, 2016 (subject to change):
 - *54 cents* per mile for business miles driven
 - *19 cents* per mile driven for moving purposes
- Charges for ferries, bridges, tunnels, or toll roads may be claimed.
- Reasonable charges for parking.



Local Public Transportation



- Local public transportation fares (e.g., buses, subway, streetcars) are reimbursable.
- Taxi fares, including tips, are allowable when the use of public transportation is impractical or not available.
- The cost must be reasonable in relation to personal car use costs, including parking, tolls, etc.

Rental Car

- A vehicle may be rented when renting would be more advantageous to the University than other means of commercial transportation, such as using a taxi.
- Must reserve through Fell Travel



Website: <http://www.felltravel.com/forms/sfsu>

Phone: 650-827-7300

- Includes university discounted contract rate and physical damage insurance



Rental Car (cont'd)

- Economy or intermediate class vehicle required
- Reserve and pay with personal credit card
- Full tank of gas strongly encouraged



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.
- **Baggage Fees:** 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 expenses



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.
- *Maximum Limits for Reimbursing the Costs of Lodging is \$275 per night (excluding taxes), effective February 1, 2016.*
 - Departmental travel cards can now be used for lodging. **NEW!!!**
 - Travelers can also pay with their personal credit cards and request a reimbursement.
 - Expenditures above the cap are the responsibility of the traveler unless a documented exception is pre-approved.

Lodging (cont'd)



- Staying with a friend or relative while on official business for the university.
 - Non-cash gift is allowable
 - Examples: Flowers, restaurant meal, groceries
 - Prohibited: alcohol and tobacco products
 - Not reimbursable
 - Maximum **\$75**



Meals



- Meal allowance is **\$55 per day**
 - *The meals reimbursement cap should not be treated as a per diem.*
 - Expenditures above the cap are the responsibility of the traveler.
- Meals provided as part of an event or conference:
 - In the event the traveler must forego the provided meal for health or business reasons, an explanation for the purchase of the meal replacement must accompany the claim. Supporting documentation may be requested and required.



Incidentals

- o \$7 per day
- o Not reimbursable during the first 24 hours of travel



Travel of Less than 24 Hours

- *Meals and incidental expenses shall not be reimbursed* unless the travel includes an “overnight stay” as supported by a lodging receipt.
- If an exception to the IRS overnight-stay requirement is allowed by the approving authority, the amount of the meal(s) reimbursed becomes reportable and taxable.
- Under no circumstances will expenses for lunch be reimbursed for travel of less than 24 hours.



Business Expenses

- Reimbursable
 - Internet
 - Phone calls
 - Supplies
 - Postage

- Not reimbursable
 - Fines/citations



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.



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.



Travel Reimbursement Request Checklists

- ✓ Approved RAT form
- ✓ Original itemized receipts are required for expenses of \$75 or more.
- ✓ Conference/Event Itinerary
- ✓ Backup documents for prepaid expenses (reg fees, airfares, etc)
- ✓ Maps for mileage reimbursement
- ✓ Complete the travel expense claim

<http://fiscaff.sfsu.edu/content/combined-travel-claim-and-itemized-list-actual-expensesafter-01012016>



Deadline for Submitting Reimbursements



- All travel claims must be submitted to the Accounts Payable Travel Office *no later than 30 Days* from the trip return date

Exceptions to the CSU Travel Policy

- Any exceptions to the CSU Travel Policy must be approved by the Vice President for University Advancement.
- Some exceptions also require the approval of the Vice President of Administration and Finance.
- Examples of Exceptions:
 1. Lodging less than 25 miles
 2. Lodging over \$275 per night
 3. Reimbursement submitted after 90 days



KNOW THE RULES!



Accounts Payable Policies

- Not specific to travel but an important reminder.
- **Methods of Payment**
 - **Purchase Order (exceeds \$5K):** agreement/contract, on-site service, public work...
 - **Procurement Card (\$5K max):** printing, postage, office/event supplies, advertisements, membership fees, registration fees, subscriptions...
 - **Direct Payment Request (\$5K max):** printing, postage, advertisements, membership fees, registration fees, subscriptions...
- Contact admin support before contacting outside vendor or engaging in business with outside vendor.



Questions?

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