Advancement Services Training on Travel Policies
October 27, 2017
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).
- 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)
- There are 2 types of RAT form.
  - Blanket Authorization
  - Specific Destination Authorization
Authorization to Travel (cont’d)

1. Blanket Authorization (Valid for one fiscal year)
   - Covers most routine travel in the Bay Area (NO overnight lodging)
   - Renew at the beginning of every fiscal year (July 1)

2. Specific Destination Authorization
   - Covers travel to a conference or meeting. Overnight lodging is okay.

Knowledge Check

Can I use a blanket authorization form for a one-day conference in San Francisco?
Transportation

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

Defensive Driver’s Training

- Enroll in the Driver Safety Program via the following link http://ehs.sfsu.edu/content/driver-safety-program
- Mandatory in order to receive reimbursement.
- Renew every 4 years

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

• Gas mileage reimbursement rate, effective January 1, 2017 (subject to change):
  ➢ **53.5 cents** per mile for business miles driven
  ➢ **17 cents** per mile driven for moving purposes
• Charges for ferries, bridges, tunnels, or toll roads may be claimed.
• Reasonable charges for parking.

Knowledge Check

Can I park my car at the airport for a week, while traveling on business for the University?
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.

Knowledge Check

TRUE or FALSE? You can only take Muni to the Downtown Campus for a meeting?
Rental Car

• You may use a rental car when renting would be more advantageous to the University than other means of commercial transportation, such as using a taxi.

• Must reserve through SFSU Gateway Portal
  o Log onto SFSU Gateway, click on Employee Services. On the right side, you will see a link to SF State Travel Center.
  o Reserve and pay with personal credit card.
  o Request a reimbursement after the trip.

• Economy/intermediate class vehicle required

• Employees are strongly encouraged to return the vehicle with a full tank of gas.

Knowledge Check

If you do not own your own vehicle, which is preferred? Renting a car to drive to Sacramento for a meeting or taking a taxi?
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.

• Purchase air tickets at any website or Fell Travel (650) 827-7300.

**Knowledge Check**

*Is it ever okay to fly premium-class?*
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).*
  - Departmental travel cards can be used for lodging.
  - Travelers can also pay with their personal credit cards and request a reimbursement (claims are to be made after the trip).
  - Expenditures above the cap are the responsibility of the traveler, unless a documented exception is pre-approved.

**Knowledge Check**

*What if my conference lodging rate exceeds the maximum lodging rates?*
Lodging (cont’d)

• Staying with a friend or relative while on official business for the university.
  o Non-cash gift is allowable
    ▪ Examples: Flowers, restaurant meal, groceries
  o Prohibited: alcohol and tobacco products
    ▪ Not reimbursable
  o Maximum $75 (limited to one reimbursable gift, per stay)

Knowledge Check

If I take my friend to dinner and the total bill comes to $100, can I claim the additional $25 as part of my per diem?
Meals

• Meal allowance is $55 per day
  o *The meals reimbursement cap should not be treated as a per diem.*
  o Expenditures above the cap are the responsibility of the traveler.

• Meals provided as part of an event or conference:
  o 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.

Knowledge Check

*If I didn’t have breakfast or lunch, can I spend $55 on my dinner?*

*Can I claim for alcohol?*
Incidentals

- $7 per day (can be used to tip porters, baggage handlers, housekeeping, etc)

- Not reimbursable during the first 24 hours of travel.

Knowledge Check

Do I need a receipt for my incidentals?

Is tips to a cab driver considered incidentals?
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.
Business Expenses

- Reimbursable
  - Internet
  - Phone calls
  - Gas for car rental
  - Baggage
  - Hospitality (must follow the hospitality policies)

- Not reimbursable
  - Fines/citations
  - Movies

Knowledge Check

Is room service meal reimbursable?
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.

Knowledge Check

Can I pay airfare using a departmental travel card when combined personal with university business travel?
Cancellation of Reservations

• If a trip must be cancelled or changed, the traveler must make every effort to cancel/change any travel reservations without additional charges.

• Fees incurred will be covered if the cancelation/change was work-related or due to unforeseen circumstances out of the control of the traveler.

• Penalty 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
✓ Pre-approved exception form if lodging exceeds $275
✓ Original itemized receipts are required for expenses of $75 or more.
✓ Conference/Event Itinerary
✓ Backup documents for prepaid expenses (reg fee, airfare, lodging)
✓ Maps for mileage reimbursement
✓ Complete the travel expense claim

All travel claims must be submitted to the Accounts Payable Travel Office no later than 60 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 of University Advancement. Some exceptions also require the approval of the President and Vice President of Administration & Finance (A&F).

Example:

- Reimbursement submitted after 90 days: VP Nava
- Lodging less than 25 miles: VP Nava and VP of A&F
- Lodging over $275 per night
  - The exception total amount is $250 or less per trip: VP Nava
  - The exception total amount exceeds $250 per trip: President
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

• Travelers and approvers are required to check the website for updates when planning out-of-state travel.
  - Website: https://oag.ca.gov/ab1887
Questions

• For additional information on the CSU international travel and relocation policies, please contact Thao Vo or Travel Coordinators in Fiscal Affairs.

  o Cindy Nguyen (A-K)  cindyng@sfsu.edu  x82629
  o Edward Wang (L-Z)  eww@sfsu.edu  x82604