



# CSULB Travel Procedures

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# CSULB Travel Procedures

## **I. INTRODUCTION**

This set of procedures has been developed to provide guidance to CSULB business travelers, approvers, and payment processors for travel conducted on behalf of California State University, Long Beach. It supplies the details to statements referenced in the CSULB Travel Policy and explains the taxability of certain reimbursements.

This document has been separated into sections based on travel destinations and lengths of stay due to the different rules applicable for reimbursement. The majority of University travel is conducted within the contiguous United States and lasts for 30 days or less. Reimbursement for expenses incurred in this category will be based on actual expenditures, with meals and incidentals reimbursed up to a maximum daily limit. The procedures established for this type of travel are applicable to all types of travel unless specified to the contrary.

Additional guidance is provided in separate sections for:

- Travel 30 days or longer within the contiguous United States;
- Travel within Alaska, Hawaii and the U.S. Possessions; and
- International destinations

Extended travel (lasting longer than 30 days) and travel outside of the 48 contiguous states will be reimbursed on a per diem basis, with amounts varying by location and length of stay (see Sections XI, XII and XIII).

Insurance requirements, insurance coverage, and notification instructions for emergencies or accidents are provided in Section VIII. Travelers are advised to review this section prior to travel. Additional requirements for international travel are outlined in Section XIII.

## **II. SCOPE**

The procedures contained in this document shall apply to all official University travel, including sabbaticals funded by the University and travel funded under federal grants and contracts. Pursuant to Office of Management and Budget Circular A-21, costs incurred by employees and officers for travel shall be considered reasonable and allowable only to the extent that such costs do not exceed charges normally allowed by the institution in its regular operations as a result of an institutional policy and the amounts claimed under sponsored agreements represent reasonable and allocable costs. The terms of an extramural funding agreement will govern only when such terms are more restrictive than these University travel procedures.

*The documentation, review and approval processes stated herein are the minimum requirements for CSULB travel reimbursements. The departments, if desired, may adopt more restrictive guidelines and procedures than what is presented here.*

In addition, the terms of a collective bargaining agreement shall govern when such terms do not conform to the provisions of these procedures. These procedures are neither intended to nor shall be interpreted in any manner that would diminish the rights of employees under a settlement agreement.

These procedures include special rules for non-employees.



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## **A. Authorities**

These travel procedures are issued under the Chancellor's delegation of authority to the Executive Vice Chancellor and campus Presidents. The implementing regulations are issued under re-delegation of authority to the campus Chief Financial Officers.

## **B. Use of Preferred Suppliers.**

University business travelers are asked to be diligent about the cost effectiveness of travel related expenditures. Travelers are **strongly encouraged** to purchase travel services, when available, from Preferred Suppliers with whom CSULB has strategic and collaborative sourcing primary agreements.

Preferred Suppliers deliver competitive value in the range of services required by University travelers. Such suppliers include airlines, car rental agencies, hotels, travel agencies, and online booking providers. Although it might be possible to obtain a lower cost from nonparticipating suppliers, use of Preferred Suppliers should, on average and over time, reduce the University's overall travel costs and provide the best value to the traveler.

## **C. Reimbursement Standards**

University employees traveling on official business shall observe normally accepted standards of appropriateness in the type and manner of expenses they incur. In addition, it is the traveler's responsibility to report his/her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in the CSULB Travel Policy and these procedures.

These guidelines are intended to ensure that reimbursements are made to an accountable plan as defined by the Internal Revenue Service. Reimbursements made accordingly to an accountable plan are not considered taxable income. University reimbursement of an employee's overnight travel expenses shall not result in additional taxable income to the employee. Reimbursed travel expenses are considered by the IRS to be taxable income to the traveler under the following conditions:

- Eligible meals reimbursed on single day travel,
- Meals and incidentals reimbursed in excess of published federal rates without appropriate documentation,
- Expenses for travel in excess of one year, or
- Certain travel expenses related to moving a new appointee or a current employee

When a University employee travels under the sponsorship of a non-University entity, travel expenses, including advances, prepayments, or billings, shall not be charged to a University account or billed to the University. Airline tickets must be obtained from the sponsor. Payment of travel costs for CSU employees by another party may constitute a conflict of interest. The Conflict of Interest Handbook prepared by the Office of General Counsel provides additional information and may be found at:

<http://www.calstate.edu/HrAdm/Policies/coi.shtml>

Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by, the University, unless otherwise noted in these procedures.



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## **D. Responsibilities**

### **1. Traveler Responsibility**

Individuals traveling on official University business must familiarize themselves with and adhere to the CSULB Travel Policy.

Employees planning to travel to foreign destinations are required to review and comply with additional requirements in Section VIII. Travel Related Insurance and Section XIII. International Travel of these travel procedures.

Travelers should make certain that the business related expenses they incur are ordinary, reasonable, not extravagant, and necessary for the purpose of the trip.

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

- Submitting travel claims within 30 days from the return of the trip.
- Providing the business purpose and inclusive dates of each trip.
- Certifying he/she:
  - Received authorization to travel as required.
  - Traveled on official business.
  - Actually spent the amount for listed expenses.
  - Has verified that the amount due is accurate
  - Has not and will not seek reimbursement for (1) a duplicate claim or (2) from any other source
- Returning to the University, within 30 days, any reimbursement or payment issued by the University which subsequently results in a refund to the individual.

### **2. Approving Authority Responsibility**

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

The approving authority is responsible for:

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

### **3. The Controller's Office – Accounts Payable Department**

The Controller's Office Accounts Payable Department will perform the following functions:

- Review/audit for compliance with policy.
- Review/audit for the Appropriate Administrator approval
- Process reimbursements and payments



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## **E. AB 1887 Compliance - CSU Travel Restrictions Effective January 1, 2017**

The campus travel policy and procedures have been modified to ensure compliance with AB 1887 and include the following with regard to this legislation:

- CSULB travelers are defined as employees, non-employees, including students and volunteers.
- All CSULB travelers are restricted from traveling to any of the affected states unless one of the following legislative exceptions applies:
  1. Enforcement of California law, including auditing and revenue collection.
  2. Litigation.
  3. To meet contractual obligations incurred before January 1, 2017.
  4. To comply with requests by the federal government to appear before committees.
  5. To participate in meetings or training required by a grant or required to maintain grant funding.
  6. To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not affected.
  7. For the protection of public health, welfare, or safety, as determined by the CSU or other state agencies.
- If travel to a prohibited state meets one of the legislative exceptions, supporting documentation is to be provided with the travel claim.
- No campus funds may be used for travel to a restricted state, including state or auxiliary funds. If one of the stated exceptions applies, then either state or auxiliary funds may be used to support the travel.
- All travelers are required to review the Attorney General's website to determine if their destination is in an affected State **before they book** their travel. The complete list of affected states will be maintained on the California State Attorney General's website, [ASSEMBLY BILL NO. 1887](#).
- If a destination is added to the state website AFTER travel has been booked, the travel may occur.
- The college and or department is responsible for maintaining compliance for each of their travelers

## **F. Exceptions - other**

Exceptions to the CSULB Travel policy and procedures may be authorized in writing by the President or his/her designee.

Exceptions may be granted due to extenuating circumstances. Any request for an exception must document the circumstances and need for the exception. When an exception has been approved, expenses will only be reimbursed to the extent of actual costs incurred, provided such costs are deemed to be ordinary, reasonable, not extravagant, and necessary under the circumstances.

For further information regarding exceptions, such as in the case of hardships, please contact Accounts Payable.



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## **III. TRAVEL PAYMENT METHODS**

### **A. Prepaid Expenses and Direct Charges**

Prepaid expenses, such as transportation tickets and conference fees, as well as, lodging and meals for group travel and prospective employees, may be billed directly to the University. Direct billing of lodging and meals for *individual* travelers is not allowed. These expenses must be paid by the traveler when they are incurred, and a claim for reimbursement submitted at the conclusion of the trip.

Except in the cases of Payment of Group Subsistence Expenses, Students, and Prospective Employees, travelers are prohibited from charging travel-related lodging, meals, or miscellaneous expenses directly to the University.

### **B. Cash/Non-Cash Advances**

In order to document the business purpose for which an advance was issued, the traveler must submit a Travel Expense Claim within 30 days after completion of travel even if he or she is not owed any additional reimbursement.

Cash Advances are only issued in the following circumstances:

- Travel is for a student group
- International travel

#### **1. Issuance of Cash Advances**

Cash advances will be issued no more than 15 days in advance of the travel. The amount requested on the Travel Advance Request form shall not exceed a reasonable estimate of the out-of-pocket expenses needed for the trip.

Cash advances should not be authorized under the following circumstances:

- The traveler is 30 days delinquent (60 days past the last day of the trip) in submitting a Travel Expense Claim for a prior trip

Since a traveler should have no more than one outstanding *cash* advance at a time, each *cash* advance should be accounted for before another cash advance is granted.

#### **2. Non-Cash Advances**

Employees may be reimbursed for out-of-pocket costs occurring prior to the actual dates of travel by submitting a travel claim form for reimbursement. This amount is considered an advance and a travel claim must be submitted within 30 days of the conclusion of the trip.

#### **3. Cancelled or Postponed Trips:**

A cash advance must be returned immediately if an authorized trip is cancelled or indefinitely postponed.

Funds paid or reimbursed for travel related expenses prior to the actual dates of travel should be returned to the department. Refunds should be requested for registration fees paid directly to a





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vendor unless applied to another participant from the department. A non-refundable ticket associated with a cancelled trip should be used for the employee's next trip.

## 4. Recovery Procedures

Travel advances cannot be recovered using payroll deduction. CSU Policy 3130.01 Accounts Receivable Management limits the collection by payroll deduction to receivables resulting from payroll overpayments.

Thirty (30) days after a trip is expected to be completed, the Controller's Office will initiate proceedings for the recovery of any outstanding advances. Any advances that cannot be recovered from the traveler shall be charged to the account indicated on the Travel Advance Request or Check Request forms or as designated by the accounting office.

### *a. Cash Advances:*

If an employee fails to substantiate expenses and return any unused cash advance amounts within 120 days of the end of a trip, the University is obligated under IRS rules to consider such amounts as income to the employee.

As a result, the amount of unsubstantiated expenses and unrecovered advances will be reported through the payroll system as additional wages to the employee no later than the first payroll period following the end of the 120-day period.

The income and applicable employment taxes on the additional wages are to be withheld from the employee's regular earnings. ***No refund of such taxes or any adjustment to gross income shall be made with respect to any substantiation or reimbursement received from the employee after the 120-day period.***

### *b. University Paid Expenses Non-cash Advances:*

Travel payments, such as registration fees, airline tickets, etc., made to a vendor on behalf of an employee who has not submitted a Travel Expense Claim within the 120-day period are not reportable as income to the employee, ***provided the expenses are ordinary and necessary business expenses.***

This requirement will be satisfied if the payment procedures (e.g., check request form) substantiate the time, place, and business purpose of the trip.

## **C. Payment of Expenses on Behalf of Others**

University travelers normally shall not be reimbursed for expenses paid on behalf of other persons, except in the case of co-travelers who are sharing a room or student group travel.

## **D. 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 as a result of cancelling/changing a trip will be covered if the cancelation/change was work related or due to unforeseen circumstances out of the control of the traveler. A business justification must be submitted and approved by the Appropriate Administrator.

Travelers who are unable to honor a reservation shall be responsible for canceling the reservation in compliance with the cancellation terms established by the hotel, airline, etc. The traveler must



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return any refundable deposits to the University.

Charges or lost refunds resulting from failure to cancel reservations, registrations, etc. shall not be reimbursed unless the traveler can show that such failure was the result of circumstances beyond the traveler's control.

The traveler shall be responsible for promptly returning for a refund any unused or partially used transportation tickets.

## **IV. TRANSPORTATION EXPENSES**

Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip.

Travel by a group of employees in the same aircraft, automobile, or other mode of transportation is discouraged when the employees' responsibilities are such that an accident could seriously affect the functioning of the University. Key employees, such as the President, Vice Presidents, or a substantial number of employees from the same organizational unit or program, should consider this risk when making travel arrangements. Please refer to Section VIII. Travel Related Insurance for insurance coverage requirements and emergency notification instructions. Additional requirements for international travel are provided in Section XIII. International Travel.

### **A. General Information**

#### **1. Definition**

Transportation expenses include charges for commercial carrier fares; travel agency service fees; car and aircraft rental charges; private car mileage allowances; emergency repair to University cars; overnight and day auto parking; bridge and road tolls; taxi and public transportation fares; and all other charges for transportation services necessary to accomplish the official business purpose of the trip.

#### **2. Transportation Tickets**

Transportation tickets should be procured in advance in order to obtain any discounts offered by the carrier or negotiated by the University. Such tickets should be purchased from the campus contract travel agency. Travelers will not be reimbursed for non-cash certificates used for the purchase of transportation tickets, e.g., frequent flyer miles.

#### **3. Lost Tickets**

Service charges for tickets lost by travelers may be reimbursed, provided such occurrences are infrequent. Charges for re-ticketing, schedule changes, etc., are reimbursable if incurred for a valid business reason. The reason for the charge must be specified on the Travel Expense Claim.

#### **4. Indirect or Interrupted Itineraries**

Advance approval is required when a traveler takes an indirect route or interrupts travel by a direct route, for purposes other than University business. Any resulting additional expenses shall be borne by the traveler. The reimbursement of expenses shall be limited to the actual costs incurred or the charges that would have been incurred via a usually traveled route, whichever is less.



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Any resulting excess travel time will not be considered work time, and will be charged to the appropriate type of leave. The employee shall be responsible for accurate reporting of such leave time.

## 5. Surface Transportation Used in Lieu of Air Travel

If advance approval has been obtained, a traveler may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation. The cost of meals and lodging, parking, mileage, tolls, taxis, and ferries incurred while in transit by surface transportation may be reimbursed.

Such costs, however, shall not exceed the cost of airfare, based on the lower of the regular coach fare available for the location of travel from a standard commercial air carrier or the campus travel program fare, plus transportation costs to and from the terminals. Documentation demonstrating the cost of regular coach in effect at the time of travel should be included with the travel claim form.

## 6. Travel Extended to Save Costs

Additional expenses associated with travel extended to save costs, e.g., a Saturday night stay for domestic travel, may be reimbursed when the cost of airfare would be less than the cost of airfare had the traveler not extended the trip (provided the expenses were incurred in compliance with these procedures).

Such expenses, which include lodging, car rental, meals and incidental expenses (subject to the reimbursement caps set forth in Appendix C) incurred within the vicinity of the business destination, shall not exceed the amount the University would have paid had the traveler not extended the trip.

## **B. Air Travel**

### 1. Commercial Airlines

#### a. Coach or Economy Class

Coach or any other discounted economy-class fare shall be used whenever ticketing restrictions are reasonable. This applies to all travel (domestic or international, or any combination thereof) regardless of the purpose or fund source.

#### b. Business or First Class

When a traveler prefers to use a higher class than the one authorized for reimbursement, the traveler must pay the incremental cost of the airfare. A documented cost comparison must be attached to the Travel Expense Claim.

Use of business or first-class or other higher-cost services may be authorized under the circumstances listed below. Documentation of such circumstances must be provided on the Travel Expense Claim.

- Business or first-class is the only service offered between two points;
- The use of coach class would be more expensive or time consuming, e.g., when, because of scheduling difficulties, traveling by air coach would require an unnecessary hotel expense, circuitous routing, or an unduly long layover when making connections,
- An itinerary involves overnight travel without an opportunity for normal rest before the commencement of working hours; or
- When necessary to reasonably accommodate a disability or medical need of a traveler.



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## c. Baggage Fees

If not included in the airfare, the University will pay the cost for one (1) checked bag when it is considered reasonable and necessary for the business purpose and length of the trip. The Appropriate Administrator is responsible for determining if the fees are appropriate.

## d. Airline memberships

The occasional use of a one-day airline or airport membership may be approved, provided there is significant purpose of the use of the membership such as a planned meeting or conference call.

## e. U.S. Flag Air Carriers

Under the Fly America Act, only U.S. carriers shall be used for travel reimbursed from federal grants and contracts, unless one of the following exceptions applies:

- Use of U.S. carrier service would extend travel time, including delay at origin, by 24 hours or more.
- U.S. carriers do not offer nonstop or direct service between origin and destination. However, a U.S. carrier must be used on every portion of the route where it provides service unless, when compared to using an international air carrier, such use would:
  - Increase the number of aircraft changes outside the United State by two or more; or
  - Extend travel time by at least 6 hours or more; or
  - Require a connecting time of 4 hours or more at an overseas interchange point
- When the costs of transportation are reimbursed in full by a third party, such as an international government or an international agency.

Code-sharing agreements with international air carriers, whereby American carriers purchase or have the right to sell a block of tickets on an international carrier, comply with the Fly America Act Regulations. The ticket, or documentation for an electronic ticket, must identify the U.S. carrier's designator code and flight number.

Reimbursement of travel on an international air carrier may be denied in the absence of such justification.

## C. Automobile

Vehicles shall be used in accordance with established campus procedures. See the CSULB guidelines for the use of University and Private Vehicles for requirements.

Persons traveling by automobile for University business must possess a valid driver's license or pending application for a California driver's license. Visitors to or new residents of California should refer to the Drivers License Information located at : <http://dmv.ca.gov/prtal/dmv/dmv/dl>. All persons operating a vehicle for official business are required to comply with California State Laws.

When using a private vehicle for University business, CSU employees must have a current State of



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California form STD 261: Authorization to Use Privately Owned Vehicles on State Business on file in their department. See section VIII C Travel Related Insurance, Private Vehicles for insurance requirements

## 1. Campus Driver

A campus driver includes employees that are required to drive for University business while utilizing campus and/or privately owned vehicles.

Before driving on University business, all campus drivers must first be able to provide proof of adequate insurance, a current driver's license and complete the defensive driver training course.

The campus policy for driving while on University Business can be found on the CSULB Risk Management web page – Privately owned

[Use of Privately Owned Vehicles on University Business](#)

[http://daf.csulb.edu/offices/financial/risk\\_management/insurance\\_program/private\\_vehicles.html](http://daf.csulb.edu/offices/financial/risk_management/insurance_program/private_vehicles.html)

## 2. Rental Cars

### a. Authorization to Rent

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. Advance reservations should be made whenever possible and a compact, economy or intermediate class vehicle requested. These classes should be used unless a no-cost upgrade is provided or if the recommended sizes are not adequate to meet the business purposes of the trip.

Rental of 15 passenger or 14 passenger vans with one seat removed are prohibited.

When renting a vehicle for University business, the rental car agency's University contract number should always be given to the agency at the time of rental in order to secure the contract rate and ensure that the vehicle is covered by liability and physical damage insurance

The traveler is responsible for obtaining the best available rate commensurate with the requirements of the trip. The discount negotiated with car rental agencies by the State or University should always be used when available. When State or University discount negotiated car rental agencies are not available, travelers must comply with the same rental obligations. If there is no-contracted rental agency available, and a non-contracted agency must be used, the Traveler must purchase liability and physical damage insurance through the car rental agency.

### b. Fuel Requirements

Traveler's should make the most economical and practical decision regarding fuel option purchases.

### c. Additional Options

Charges for additional Options including but not limited to. Items such as ski racks, GPS devices, car seats and satellite radio will not be reimbursed unless the traveler provides a business related requirement for the equipment.



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## d. Payment Options

Rental Cars may be booked directly with the individual rental car company or through the campus travel agency, Giselle's.

The recognized forms of payment for Commercial Rental Car contracts with Enterprise and Vanguard (National/Alamo) are:

- The University direct billing- Available through Giselle's; and
- The CSU Long Beach "One Card" for the frequently traveler
- Personal Credit Cards

Cash and personal checks are not authorized forms of payment for the State of California commercial rental car contracts.

## 3. Private Vehicles

Persons authorized to travel by automobile (e.g., when an automobile is the most economical mode of transportation) are responsible for carrying and maintaining liability insurance if using a private vehicle. Refer to Section VIII. B., Private Vehicles for insurance requirements and allowable reimbursements in case of an accident.

Individuals requesting mileage reimbursement are certifying the number of miles driven is accurate. When two or more persons on University business share a private vehicle, only the driver may claim reimbursement for mileage.

The following applies to all domestic travel:

### a. Allowable Mileage Expense – With Overnight Stay

Mileage shall ordinarily be computed between the traveler's normal work location and the common carrier or destination.

Mileage expenses may be allowed between the traveler's residence and the common carrier or destination if University business travel occurs during the traveler's non-working hours, or during a regularly scheduled day off.

When a traveler is authorized to drive a private vehicle to or from a common carrier terminal, mileage may be reimbursed as follows:

- One round trip, including parking for the duration of the trip; or
- Two round trips, including short-term parking expenses, when an employee is driven to a common carrier.

### b. Allowable Mileage Expense – No Overnight Stay

If an employee has a temporary assignment away from campus, (e.g., single day workshop, local conference, training, etc.) which does not require an overnight stay, reimbursement shall be made for mileage expense as follows:



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- Mileage between Home and a Single Assignment Location:
  - Reimbursement shall be made for round-trip mileage between the campus and the assignment location, or home and the assignment location, whichever is less.
- Mileage between Home and Multiple Assignment Locations
  - Reimbursement shall be made for round trip mileage between the normal work location, (not home) and the first assignment location visited and round trip mileage between successive assignment locations
- Mileage between Normal Work Location and an Assignment location
  - Reimbursement shall be made for the round trip mileage between the normal work location and the assignment location
- Mileage between Home, Normal Work Location and then on to a Single Assignment Location (or any combination thereof):
  - Reimbursement shall be made for round-trip mileage between the normal work location and the assignment location.
- Mileage between Home, Normal Work Location and then on the Multiple Assignment Locations (or any combination thereof):
  - Reimbursement shall be made for round trip mileage between the normal work location and the first assignment location and round trip mileage between successive assignment locations visited.

Expenses for travel between the traveler's residence and normal work location (commuting expense) shall not be allowed.

## c. Standard Rate

The standard reimbursement rate per mile is set forth in Appendix B and follows the published rates by the Internal Revenue Service. This rate takes into account all actual automobile expenses such as fuel and lubrication, towing charges, maintenance and repairs, tires, depreciation, vehicle registration, and insurance.

According to IRS regulations, travelers who claim this rate are not required to substantiate the actual costs of operating the vehicle.

## d. Rate for Travelers with Physical Disabilities

A traveler with a physical disability who must use a specially equipped or modified automobile may claim reimbursement at the standard rate per mile set forth in Appendix B. However, if the traveler incurred higher than standard operating costs, the traveler may seek reimbursement by submitting a statement with the Travel Expense Claim certifying that he or she incurred higher operating costs associated with a specially equipped vehicle. The actual fixed and variable costs must be specified in the statement.

The traveler should refer to IRS Form 2106, Employee Business Expenses, to obtain additional





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information on the calculation of actual vehicle operating costs. The form is available from the following IRS web site: <http://www.irs.gov/pub/irs-pdf/f2106.pdf>

The departmental authority that approves the travel is responsible for documenting the traveler's need to use such a vehicle.

## 4. Miscellaneous Automobile-related Expenses

The vehicle operator may claim charges for ferries, bridges, tunnels, or toll roads. Reasonable charges for parking while an employee is on travel status or on University business away from regular duties also will be allowed for the following:

- Day parking on trips away from an employee's normal work location;
- Day and all night parking on overnight trips away from an employee's normal work location or residence (a claim should not be made if free overnight parking is available); and
- Parking charges incurred when an employee, without a location parking permit, is occasionally required to drive to and from normal work location.

Valet parking charges in excess of normal parking charges shall be borne by the traveler, unless the traveler obtains an exception.

## 5. Campus Vehicles

University vehicles shall be used in accordance with established campus guidelines. Faculty and staff may operate University owned vehicles once they have been cleared by University Police and completed the required University defensive driving course. Students that are not acting in the course and scope of employment may not operate or drive University owned vehicles at any time for travel purposes.

## **D. Rail, Bus or Passenger Ship**

Rail, bus transportation, or passenger ship may be used if required by a business necessity, but may not exceed the cost of airfare.

## **E. Other Forms of Transportation**

### 1. Local Public Transportation, Shuttle Service, and Taxis

Local public transportation fares (e.g., buses, subway, streetcars, taxis, ferries) shall be allowed. The traveler is expected to utilize the most economical and practical method of transportation for their business purpose. Taxi fare, including tips, shall be allowed when the use of public transportation or airport shuttle service is impractical or not available. The cost must be reasonable in relation to personal car use costs, including parking, tolls, etc.

### 2. Motorcycles

Motorcycles, except those of University Police department employees on motorcycle assignment, shall not be authorized for use on official University business, nor shall any reimbursement be made for the





# CSULB Travel Procedures

use of such vehicles.

### 3. Special Conveyances

Charges for using other types of conveyance (such as a helicopter or boat) shall be allowed when the use is beneficial to the University and when the fare for the conveyance is not included in the original cost of the common carrier fare. An explanation justifying such use must accompany the Travel Expense Claim. Private aircraft, watercraft, and charters are considered high level exceptions and must be approved in advance.

## **V. SUBSISTENCE EXPENSES**

An official University business trip begins when the traveler leaves his/her residence or normal work location, whichever occurs last, and ends when the traveler returns to his/her residence or normal work location, whichever occurs first. Subsistence expenses for travel within 25 miles of an employee's headquarters or residence shall not be reimbursed.

Subsistence expenses incurred while on travel status consist of charges for lodging, meals, and incidental expenses. Incidentals includes fees and tips given to porters, baggage carriers, bellhops, hotel housekeepers, stewards or stewardesses and others in ships, and hotel servants in foreign countries; transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site; and the mailing cost associated with filing travel expense claims and payment of employer-sponsored charge card billings.

Expenses reimbursed must be ordinary, reasonable, not extravagant, and necessary to accomplish the official business purpose of the trip. Actual expenses must be documented in accordance with [Section IX.B.2](#), Documentation Requirements to be eligible for reimbursement.

If the traveler is unable to provide a required receipt, they must include a statement with the Travel Claim explaining why a receipt is not available.

No expenses for meals or incidentals will be reimbursed for travel of less than 12 hours except under the circumstances listed below in Section C., Travel of Less Than 24 Hours.

### **A. 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. Refer to Sections XII., Travel to Alaska, Hawaii or the U.S. Possessions and XIII, International Travel for guidance regarding lodging outside the contiguous United States.

#### 1. Maximum Limits for Reimbursing the Costs of Lodging

The nightly lodging rate for domestic travel may not exceed \$ 275.00 per night, not including taxes and other related charges.

Expenditures above the cap are the responsibility of the traveler unless a documented exception is approved. Consideration will be given to the location in which lodging occurs, and justifications must include an explanation of the necessity to stay within certain facilities (e.g. near or adjacent to meetings or other activities for which travel was approved).

University employees are always expected to seek the best value whenever they obtain lodging.



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## 2. California City and County Transient Occupancy Taxes Exemption

In some California cities and counties, University employees traveling on official business are granted an exemption from the payment of occupancy taxes imposed by these cities or counties on the transient rental of rooms.

Travelers should identify themselves as University employees and claim exemption from the tax upon arrival. The traveler may be required to complete an exemption certificate. The option to grant the exemption is at the discretion of the hotel.

State of California Form STD 236, Hotel/Motel Transient Occupancy Tax Waiver (Exemption Certificate for State Agencies) may be found at:

[https://web.csulb.edu/protected/forms/daf/financial-management/controllers-office/transient\\_tax\\_exempt\\_std236.pdf](https://web.csulb.edu/protected/forms/daf/financial-management/controllers-office/transient_tax_exempt_std236.pdf)

The hotel/motel may have an adapted version of the form.

## 3. Use of Non-Commercial Facilities

When non-commercial facilities such as cabins, house trailers, vans, field camping equipment, or other such facilities are used, the traveler shall be reimbursed a daily amount based on an estimate of actual expenses up to 100% of the applicable federal per diem lodging rate for the appropriate geographic area (see Appendix C).

## 4. Lodging With a Friend or Relative

When a traveler lodges with a friend or relative while on official business for the University, a non-cash gift, such as flowers, groceries, or a restaurant meal, may be provided to the host. Gift cards are not allowed under this policy. The actual cost of such a gift may be reimbursed up to \$75. Only one reimbursable gift per stay may be provided to a host.

## **B. Meals While Traveling**

The reimbursement of daily meal and incidental expenses for travel within the contiguous United States will be based on actual amounts incurred subject to the daily maximum reimbursement cap set forth in Appendix C. The meals reimbursement cap should not be treated as a per diem. The definition of Meals and Incidental Expenses Reimbursement Cap may be found in Appendix A, Definitions. Expenditures above the cap are the responsibility of the travelers unless a documented exception is approved.

Reimbursement guidelines relating to travel outside the contiguous United States are found in Sections XII., Travel to Alaska, Hawaii or the U.S. Possessions and XIII. International Travel.

### 1. Meals Provided as Part of the Event

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.



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## 2. Hospitality Meals

Expenses for meals incurred by employees who provided hospitality while on travel status are reimbursable in accordance with CSULB Policy on Hospitality Expenditures.

### **C. Travel of Less Than 24 Hours**

When the entire length of a trip is less than 24 hours, Internal Revenue Service regulations state that meals and incidental expenses shall not be reimbursed unless the travel includes an “overnight stay” as supported by a lodging receipt. The overnight-stay requirement does not apply to meal reimbursements authorized as hospitality under the CSULB procedures. If the traveler is unable to provide a lodging receipt, he or she must include a statement with the Travel Expense Claim explaining why a receipt is not available (e.g., the traveler lodged with a friend or relative, stayed overnight at the airport, or took alternative transportation that required the traveler to be away overnight).

For a trip of less than 24 hours within the contiguous U.S. that includes an overnight stay, reimbursement shall be authorized for the actual cost of lodging, meals and incidental expenses, subject to the daily maximum amount set forth in Appendix C for Travel of Less Than 30 Days. The maximum amount for a single day shall be authorized for the entire trip, even if the trip takes place over two consecutive workdays.

#### 1. Overnight Stay Exception

If an exception to the overnight-stay requirement is allowed by the Appropriate Administrator, the amount of the meal(s) reimbursed becomes reportable and taxable. The amount will be reported to Payroll and included in Box 1 of the employee’s W-2 form. Under no circumstances will expenses for lunch be reimbursed for travel of less than 24 hours.

Appendix D provides additional information and examples on the reimbursement of meals and incidental expenses for travel of less than 24 hours.

### **D. Payment of Group Subsistence**

The University may negotiate agreements with restaurants, hotels, and similar establishments to furnish subsistence to a group or groups of University employees when it is to the University's advantage. Under such an agreement, the vendor may be paid either by the group leader or by billing the University.

Reimbursement of such expenses may be claimed by group travelers as follows:

- Group leaders who pay all or part of the group's expenses may be reimbursed by submitting a claim for the actual expenses incurred. The claim must be accompanied by the vendor's invoice/receipt showing payment in full.
- Members of a group who have some portion of their subsistence expenses paid by the group leader may claim reimbursement for the remainder of their subsistence expenses.

### **E. Personal Travel Combined with University Business Travel**

Generally, there are two reasons for altering business-related travel for personal convenience:

- Utilizing a different method of transportation, and



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- Extending travel for personal reasons

When a different method of transportation is used for personal convenience, such as driving instead of flying, the Campus 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 Campus 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.

## **VI. MISCELLANEOUS TRAVEL EXPENSES**

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. The Travel Expense Claim must include an explanation of why such expenditures are being claimed. Following is a non-exhaustive list of reimbursable and non-reimbursable travel related expenses.

### **A. Tips (Non-lodging Related)**

The University will reimburse reasonable and customary gratuities (generally up to 20% of the total bill) for items such as shuttle driver tips. Meal tips are reimbursed as part of the meal expense; taxi tips are reimbursed as part of the taxi expense; valet tips are reimbursed as part of the parking fee.

Tips and gratuities for extended travel or travel outside the contiguous U.S. that are over and above tips reimbursed as part of the per diem are reimbursable if reasonable and incurred while traveling on official University business.

### **B. Business Related Expenses**

Such expenses include, but are not limited to: internet and travel booking fees; word processing services; equipment rentals; fax and computer expenses; copy services; overnight delivery/postage; purchase of materials and supplies, when normal purchasing procedures cannot be followed; rental of a room or other facility for the transaction of official business; local and long-distance telephone calls (including one reasonably brief, non-emergency, personal call home per day); and laundering, cleaning, or pressing of clothing if a trip exceeds six days.

### **C. Registration/Event Fees**

Registration fees for attendance at conferences, conventions, or meetings of professional or learned societies.

### **D. Non-Reimbursable Expenses**

This section identifies various expenses not addressed elsewhere in this policy that are not permitted using University funds. Non-reimbursable expenditures are typically characterized as those with a personal purpose. "Personal Purpose" are those activities that are for personal enjoyment, private gain or advantage, or an outside endeavor not related to University business. Reference [California Government Code 8314 \(b\) \(1\)](#). This list is only meant to provide examples of expenses that will not be reimbursed by the University.



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Such expenses include but are not limited to personal domestic ATM/credit card fees; fines/citations; clothing and accessories; commuting expenses; frequent traveler program participation; FastTrack (or equivalent); club membership fees; luggage (lost luggage may be covered, see Section VIII.E., Personal Property or Baggage Loss); personal entertainment; personal care; and dependent/pet care.

## **VII. SPECIAL TRAVEL SITUATIONS**

### **A. University Travelers**

Travelers in this category include faculty members on sabbatical leave, school site teacher candidate supervisors, athletic coaches, visiting academic appointees, post-doctorates, if employed by the University, and employees on temporary assignment. Travel expenses for these travelers must be paid, reimbursed, and reported in accordance with the provisions of these guidelines.

#### **1. Faculty Member on Sabbatical Leave**

Travel expenses incurred by faculty members on sabbatical leave are reimbursable if the travel is undertaken to perform study or research that cannot be done elsewhere. At the discretion of the department, a faculty member may be reimbursed for additional lodging expenses incurred at the sabbatical location, less any income received by the individual for renting out his/her primary residence.

Sabbatical travel expenses are not reimbursable if the travel is for a personal, recreational, or educational purpose that has no direct relationship to the individual's area of study.

A faculty member who is on sabbatical leave of less than one year is considered to be temporarily away from home and therefore may be reimbursed for reasonable travel expenses incurred at the temporary location, including meals and lodging. For more information on temporary travel refer to Sections XI., Travel within the contiguous United States - 30 Days or More; XII., Travel to Alaska, Hawaii or the U.S. Possessions and XIII., International Travel for guidance regarding lodging outside the contiguous United States.

Any sabbatical travel expenses allocable to a spouse or dependent(s) are considered taxable; accordingly, such expenses may not be reimbursed.

#### **2. School Site Teacher Candidate Supervisors**

In their roles as School Site Teacher Candidate Supervisors, faculty will be reimbursed in accordance with the Memorandum of Understanding between the California Faculty Association and California State University. This Memorandum may be found at:

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/current\\_cba.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml)

#### **3. Athletic Coaches**

Travel Expenses incurred by Athletic Department personnel, including coaches, for the purpose of recruiting will be reimbursed in accordance with these procedures. These employees are responsible for compliance with pertinent NCAA and conference rules regarding student recruits.

#### **4. Visiting Academic Appointees**



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## a. General

An academic appointee with a Visiting title who is employed full-time for at least one semester/quarter may be reimbursed for travel and related expenses incurred by reason of his/her appointment.

## b. Authorized Advances

The amount of any authorized advance may not exceed the actual cost of transportation (which may be prepaid).

## c. Return Travel

After completion of the term of appointment, reimbursement may be made for return travel to the point of origin or another destination, whichever is shorter.

## 5. Post-Docs and Other Non-degree Candidates

Post-Doctoral fellows, if employed by the University, may be reimbursed for travel expenses if there is a University business-related reason for the travel, e.g., the individual is required to present a paper, deliver a speech or lecture, serve on a panel, etc., as an official representative of the University.

The department should substantiate the University business purpose on the Travel Expense Claim or provide other documentation, such as a copy of the meeting/conference program.

Such individuals may also be reimbursed for travel related to their training, e.g., to visit a field site or an off-campus laboratory. The department must certify that the travel directly supports faculty research or other scholarly programs.

## 6. Temporary work Assignments

Employees given temporary work assignments that take them away from their normal work locations for a period of time not expected to exceed one year may be reimbursed for travel expenses, including meals and lodging.

Such individuals must incur lodging expenses that duplicate the expenses of a permanent residence in another location and satisfy one of the following criteria:

- The traveler has member or members of his/her family currently residing at the permanent home; or
- The traveler intends to return to the vicinity in which his/her claimed residence is located.

The reimbursement for lodging shall be reduced by any amount received by the traveler for renting out his/her primary residence.

Expenses to be reimbursed for temporary assignment are subject to the reporting and substantiation rules outlined in these guidelines, including those for extended length of stay and location outside the contiguous United States

## **B. Non-University Travelers**



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Travelers in this category include prospective employees, independent contractors and consultants, students and non-degree candidates, volunteers, visiting scholars, spouses and registered domestic partners.

Allowable travel expenses for non-University travelers are subject to the provisions of these guidelines. A Travel Expense Claim must be submitted in accordance with the requirements set forth in Section IX., Reporting Travel Expenses.

Travel expenses incurred by non-University travelers shall not be reimbursed from a University fund source unless the travel has been approved in advance by the inviting department.

## 1. Prospective Employees

The University may reimburse the actual travel expense related to the interviewing prospective employees, when such expenses are necessary to acquire key personnel for employment. Authorization shall be obtained before any commitment to reimburse travel expenses is made to the prospective employee. See your department.

Reimbursement is not taxable if the expenses are properly substantiated. Actual transportation expenses shall not exceed one round-trip coach airfare between the prospective employee's current residence and the interview location for each round of interviews. Subsistence and non-personal miscellaneous expenses may also be reimbursed. Transportation and lodging for such individuals may be paid directly by the University. The department should use the campus preferred providers.

## 2. Independent Contractors and Consultants

Reasonable travel expenses incurred by the University-retained IC's or consultants are reimbursable in accordance with these procedures. Such reimbursements are not taxable, provided that amounts claimed are properly substantiated. Unsubstantiated amounts must be reported as income to the contractor, on the appropriate IRS instrument (e.g. 1099, 1042-S, etc.)

## 3. Students and Non-Degree Candidates

A student may be reimbursed for travel expenses when there is a direct connection between the expense and the business purposes of the University. Refer to the Executive Order 1041 for the Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims requirement.

The business purpose of the travel must be substantiated on the Travel Expense Claim, or other substantiating documentation must be provided, such as a copy of the meeting/conference program.

Travel will be considered to have a University business purpose if the travel:

- Directly supports a faculty member's project or research program, or
- Is an integral part of the student's degree work, e.g. attend a conference; visit a field site or laboratory facility or
- Is required for attendance at student-oriented meetings, student government events, University athletic events by student athletes, and the like, or





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- Enables the student to attend a conference to present research findings for the University or to act in some other capacity on behalf of the University.

Transportation expenses for group travelers may be billed directly to the University, in accordance with Section V.D., Payment of Group Subsistence Expenses. Travel arrangements should be made through the campus-designated travel agency.

Student athletes who participate in off-site athletic events are also subject to NCAA rules and regulations governing travel. Refer to CSU policy 1201.0 Intercollegiate Athletics Administration and 1205.00 Group travel for additional information

Students traveling overseas or within the U.S. must be participating in an approved University related educational experience. Students studying abroad are also required to procure insurance and sign a liability release for the campus to maintain on file pursuant to Executive Order 1051, California State University-Use of Approved Waiver of Liability. Further guidance may be found at: [Executive Order No. 1051 | California State University](#)

## 4. Volunteers

Volunteers who are performing services on behalf of the University may be reimbursed for actual travel expenses provided the expenses are properly substantiated.

## 5. Witnesses

The University may reimburse the actual travel expense related to interviewing witnesses or other parties involved in litigation matters, when such expenses are necessary to acquire key information for legal purposes.

## 6. Foreign Visiting Scholars

A foreign visiting scholar who is an employee of another entity (e.g. a foreign university) may be reimbursed for substantiated travel expenses. Such amounts are excludable from the individual's income, are not reported as compensation, and are exempt from withholding and payment of employment taxes.

A foreign visiting scholar who is an independent contractor may be reimbursed for travel expense provided the expenses are properly substantiated and the amount of the reimbursement does not exceed the substantiated expenses. If these requirements are met, such payment is not subject to withholding or reporting.

Payments to foreign visitors, may be restricted by the visitor's visa status or other requirements established by the Department of Homeland Security. In most cases, additional documentation must be provided by the visitor in advance of reimbursement. Please contact the campus Tax Specialist for more information.

## 7. Spouse or Registered Domestic Partner

Travel expenses of a spouse or registered domestic partner who accompanies a University business traveler (e.g. President, Provost, Vice Presidents) are reimbursable under these guidelines provided it





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can be established that the significant other's presence serves a bona fide University business purpose.

Under IRS regulations, the travel expenses of a spouse or registered domestic partner are not taxable, provided it can be established that his/her presence serves a bona fide business purpose. A spouse or registered domestic partner who attends a function is considered to have a business purpose if he or she has a significant role in the proceedings or makes an important contribution to the success of an event.

Generally, protocol or tradition dictates when the participation of a high-level official's spouse or registered domestic partner is required at official University functions, such as Alumni gatherings, fund-raising or ceremonial activities, certain athletic events, and community events. Documentation should be provided with the Travel Expense Claim to show the spouse or registered domestic partner's attendance at the function meets the above condition (e.g. event or meeting agenda, or a letter of invitation requesting the spouse or registered domestic partner attend the meeting.)

If the spouse or registered domestic partner has no significant role in the proceedings, or performs only incidental duties of a social or clerical nature, attendance does not constitute a bona fide business purpose. Such expenses are taxable to the employee and therefore may not be reimbursed under this guideline.

## 8. Athletic Travel – Spouse/Domestic Partner and Other Family Members

Travel by a spouse or registered domestic partner who accompanies an athletic director (or assistant director or head coach) to sporting events such as bowl games and tournaments is presumed to have a bona fide University business purpose in situations where the NCAA or potential donors expect that certain high ranking members of the athletic department, and their spouse or registered domestic partners, will participate in events associated with these athletic activities.

The travel expense of a spouse or registered domestic partner incurred in the pursuit of such activities may be reimbursed provided documentation, such as NCAA event agenda is provided to substantiate the business purpose of the travel. Such amounts are not taxable or subject to reporting.

Travel expenses incurred by other family members generally do not satisfy the bona fide University business purpose test and therefore are not reimbursable.

## **VIII. TRAVEL RELATED INSURANCE**

### **A. Employees**

All University employees, including those engaged by the University in connection with research grants and contracts, are routinely covered 24 hours a day, worldwide, against accidental death or dismemberment while on an official University business trip or while engaged in designated extra-hazardous activities on behalf of the University.

In addition, all University employees are provided with Workers' Compensation coverage for work-related injury or illness that occurs during a University-approved and -funded business trip.



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For insurance coverage purposes, an official University business trip begins when the traveler leaves his/her residence or normal work location, whichever occurs last, and ends when the traveler returns to his/her residence or normal work location, whichever occurs first.

All employees, who travel internationally on CSU business, are required to use the Foreign Travel Insurance Program (FTIP) via the California State University Risk Management Authority (CSURMA). Administrative Guidelines for Purchasing of Foreign Travel Insurance and the FTIP summary of coverage is available on the CSULB Risk Management website at:

[http://daf.csulb.edu/offices/financial/risk\\_management/](http://daf.csulb.edu/offices/financial/risk_management/).

Requests for FTIP should be received in Risk Management in order to purchase insurance:

- 30 days prior to travel for non-risk countries
- 45 days prior to travel for risk countries

Additional information may be found at:

CSU Risk Management [http://www.calstate.edu/risk\\_management/rm/](http://www.calstate.edu/risk_management/rm/)

CSULB Risk Management [http://daf.csulb.edu/offices/financial/risk\\_management/](http://daf.csulb.edu/offices/financial/risk_management/)

- (<http://travel.state.gov/content/travel/english.html>)
- [http://www.calstate.edu/risk\\_management/rm/documents/CSURMA\\_HighHazardList.pdf](http://www.calstate.edu/risk_management/rm/documents/CSURMA_HighHazardList.pdf)

## **B. Rental Vehicles**

Travelers are expected to use rental agencies with which the University has system-wide contracts that include insurance coverage. The following rules apply to insurance coverage for rental cars:

- On contract rental vehicles used in the contiguous United States, charges for additional insurance are not allowable, including any charge for a collision damage waiver (CDW).
- Additional charges for insurance coverage will not be reimbursed if a non-contract agency is used, unless no car rental company in the area has such an agreement with the University.
- The cost of full collision coverage for rental cars used in Alaska, Hawaii, U.S. possessions, and foreign countries, is allowable.
- A vehicle rented from an agency with which the University has an agreement is not covered by insurance when it is being used for a personal day of travel.
- Travelers shall not rent, use and operate 15 passenger vans or 14 passenger vans where a seat has been removed.

Some rental car agreements contain special coverage provisions that differ from the general coverage rules detailed above. For additional information on rental car insurance coverage, see:

<http://www.travel.dgs.ca.gov/CarRental/default.htm> The University's risk management office should be contacted for information on campus-specific contracts or insurance coverage.

A University traveler may be reimbursed for property damage to a rental vehicle only if such expenses were incurred on days the vehicle was being used for University business purposes. The amount reimbursed may be charged to the traveler's department, the department sponsoring the traveler, or to an account designated by the President or his/her designee, as appropriate.



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The traveler shall submit with the Travel Expense Claim a brief description of the damage to the vehicle, including an explanation of the cause of such damage, and either a police report or a report prepared by the rental company.

## **C. Private Vehicles**

An employee who regularly uses a private vehicle on University business is required to have and provide, upon request, satisfactory evidence of liability insurance coverage. Regular is defined as more than one trip per calendar month.

When private vehicles are used on University business, the appropriate administrator responsible for reviewing travel shall require that employees have adequate liability insurance coverage. The minimum prescribed liability insurance coverage is as follows:

- \$15,000 for personal injury to, or death of, one person,
- \$30,000 for injury to, or death of, two or more persons in one accident; and
- \$5,000 for property damage.

When driving a personal vehicle, the drivers personal auto liability insurance is primary. The auto liability coverage maintained by the University is only applied as excess when required over and above the drivers auto liability limits.

When a privately owned vehicle operated by an employee is damaged by collision or receives other accidental damage, reasonable reimbursement for repairs incurred by the employee shall be allowed under the following conditions:

- The damage occurred while the vehicle was being used on official state business with the authorization of the employing University.
- The vehicle was damaged through no fault of the employee.
- The amount claimed is an actual loss to the employee, which is not recoverable either directly from or through the insurance coverage of any of the parties involved in the accident.
- The amount of the loss claimed does not result from a decision of an employee not to maintain collision coverage.
- The claim is processed in accordance with prescribed procedures.

Expenses that can be recouped from insurance are not eligible for reimbursement. The amount reimbursed shall be based on receipts submitted by the employee to the individual who authorized the travel. ***The reimbursement may be charged to the department or to another appropriate account as designated by the President or designee.***

Additional information may be found in the University and Private Vehicles Policy Guidelines published by the CSU Offices of Risk Management, Human Resources and General Counsel. This document may be found at [http://www.calstate.edu/risk\\_management/documents/VehicleUseGuideBook.pdf](http://www.calstate.edu/risk_management/documents/VehicleUseGuideBook.pdf).



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## **D. Students**

Student Travel Accident Insurance provides *excess* medical expense benefits to all California State University (CSU) students, including students enrolled only in extended education programs of the CSU while they are traveling to or from or participating in a university sponsored activity away from campus.

This insurance is intended to supplement, not replace, coverage under any other health care plan. As excess insurance, this policy pays *after* any other health care plan, regardless of any coordination of benefits provisions in the other plans. This is an accident only policy and will not pay benefits for loss caused by or resulting from illness of any form or disease. No benefits will be paid for a loss resulting from the cost of medical service or treatment given by persons employed or retained by the CSU. The total maximum benefit amount per covered person, per covered accident is \$35,000.00.

## **E. Personal Property or Baggage**

- Losses attributable to Airlines (Common Carrier)

If a traveler incurs a loss to personal belongings that occurred during a flight, the first airlines (common carrier) is typically responsible for reimbursement. The traveler should file a claim as instructed by the common carrier. If the common carrier does not provide full reimbursement to the traveler for the personal belongings, the traveler may have an option to file a claim against the credit card company used to purchase the airline ticket. For further information, contact the credit card company directly.

- Other personal property losses

The University's insurance programs do not provide coverage of personal property while traveling on University business. For losses **not** attributable to a flight, whether lost, damaged or stolen, the traveler has the right to file a claim against the State of California through the Government Claims Program. For further information or to obtain a claim form visit [CSU Risk Management and Public Safety](#)

## **F. Emergencies**

In case of emergencies while on travel status, the traveler should first contact emergency responders at their location. The traveler's Appropriate Administrator and University Risk Management Office should be informed as soon as possible.

Employees covered by the CSU Group Life insurance plan through Standard Insurance Company are also covered by the MEDEX Travel Assist program (Group #7088) when traveling at least 100 miles from home or in a foreign country. For more information see your University Payroll/Benefits office. Additional information about coverage can be found at: [http://www.calstate.edu/benefits/life\\_add/basic.page.shtml](http://www.calstate.edu/benefits/life_add/basic.page.shtml).

## **IX. REPORTING TRAVEL EXPENSES**

A Travel Expense Claim shall be used to account for all travel advances and expenses incurred in connection



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with official University travel.

When properly completed and approved, this form is used to reimburse the traveler for any additional amounts due. All expenses that have been paid in advance of the travel must be cleared by via a Travel Expense Claim after completion of the trip. For direct billing arrangements that have been approved in advance, a Claim must still be processed as verification that the expense was incurred, even if no reimbursement is due the traveler.

## **A. Reporting Period**

The Travel Expense Claim must be submitted to the Controller's Office -Accounts Payable MS 9901 office within 30 days of the end of a trip unless there is recurrent local travel, in which case Claims may be aggregated and submitted monthly. When a trip lasts more than 90 days, the traveler must submit a quarterly report of expenditures.

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

The total amount of all expenses and advances pertaining to a particular trip must be accounted for when submitting a Travel Expense Claim. Except for trips that require quarterly reporting, all expenditures for a trip should be reported on one Travel Expense Claim. Previously reimbursed amounts related to the trip should be detailed on the claim. Supplemental Claims may be submitted if necessary, but must be clearly marked "Supplemental" and must identify the original Claim submitted in connection with the travel.

### **1. Substantiation of Expenses**

Substantiation must include the following:

- a. The date and time of departure from and return to the traveler's normal work location or residence.
- b. The origin and destination of the trip and the route taken. Travel within a local area also should be indicated; continuous travel between major points, such as from city to city, should be shown separately. Any substantial deviation from the distance shown in a standard highway mileage guide must be explained.
- c. The purpose for the travel or the nature of the business benefit derived as a result of the travel.
- d. The amount of each expenditure listed by date and location.
- e. Claims for reimbursement of expenses paid for others shall be submitted by the group leader and must include the names of persons on whose behalf expenses were incurred, an itemization of the expenses, and other pertinent supporting documentation. For additional information on group expenses, see Section V.D., Payment of Group Subsistence Expenses.
- f. If any personal leave is taken while on official travel status, the dates of personal leave days must be specified in the Claim package.

### **2. Documentation Requirements**

#### **a. Receipts**

An itemized receipt:

- Demonstrates the cost (shows what was purchased), and
- Provides proof of payment (shows how was it paid)



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- Itemized receipts for all expenses in excess of \$75.00 must be submitted with the Travel Expense Claim
- An agenda, itemized receipt, or other supporting documentation for all registration fees.

## b. Electronic Receipts

Electronic receipts are acceptable provided that the detail contained in an electronic receipt is equivalent to the level of detail contained in an acceptable paper record.

For example, an electronic receipt must show:

- the name of the payee
- the amount of the charge,
- the transaction date,
- and the form of payment

When required to ensure adequate documentation of the costs incurred, the traveler is responsible for providing additional detail, e.g., a receipt with itemized hotel charges.

E-mailed or faxed documentation provided by an airline or travel agency for electronic ticketing expenses for airfare is acceptable for substantiating such expenses. A copy of the faxed itinerary and receipt or a copy of the e-mail itinerary and receipt printed locally should be attached to the Travel Expense Claim.

## c. Missing Original Receipts

When original receipts are required but cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, a statement should be provided explaining why such receipts are not being submitted with the Travel Expense Claim. The statement must include a certification that the amount shown is the amount actually paid and that the traveler has not and will not seek reimbursement from any other source.

The Appropriate Administrator must provide written approval on the travel claim form for the expense. In the absence of a satisfactory explanation or administrator approval, the amount involved will not be reimbursed.

When traveling internationally, where it may not be customary to receive a receipt from certain vendors (i.e. local group meals), the traveler should journalize their expenses for consideration of reimbursement.

## C. Certification of Travel Expenses

The traveler must sign the Travel Expense Claim certifying that the amounts claimed are a true statement of the expenses incurred while on official University business and that the original of all required receipts has been submitted. For expenses where a receipt is not required, (e.g. expense is less than \$75), the employee's signature is substantiation for that expense.



# **CSULB Travel Procedures**

Submission of the Travel Expense Claim under a traveler's electronic authorization will be considered certification that the traveler incurred the expenses being claimed. In accordance with IRS regulations, an electronic signature must:

- Identify the traveler who is submitting the electronic form;
- Authenticate and verify the submission; and
- Be the final entry in the submission

## **D. Return of Excess Advance Amounts**

If the amount of an advance exceeds the reimbursable expenses, payment for the amount due or a receipt from the cashiers, shall be submitted with the Travel Expense Claim. The check must be made payable to CSU Long Beach.

## **X. APPROVAL OF TRAVEL EXPENSE CLAIM**

The approving signature provides additional substantiation. The Appropriate Administrator may request receipts or additional documentation. For example, travelers should be required to submit meal receipts if it appears they are treating the incidental reimbursement cap as a per diem by routinely claiming the maximum amount of the cap.

The approval of travel expense claims will follow the administrative guideline for signature authority as posted on the CSULB website. [Signature Authority Guideline](#)

Following those guidelines:

All transactions shall be authorized according to sound management practices. Subordinates cannot approve transactions for their superiors, regardless of the authority level. Delegates may not approve transactions for themselves, their relatives or approve transactions that directly benefit themselves or their relatives or, in any way, create a conflict of interest with the Delegate's responsibilities to the University.

## **XI. TRAVEL WITHIN THE CONTIGUOUS UNITED STATES – 30 DAYS OR MORE**

A long-term daily expense rate shall be authorized when a traveler can reasonably be expected to incur expenses in one location for 30 or more consecutive days but not in excess of one year. Hotels, apartment complexes and other lodging establishments which offer cooking facilities will frequently offer weekly or monthly rates.

For domestic travel assignments of 30 days or more within the contiguous United States, an authorized per diem allowance for lodging (excluding taxes), meals and incidentals should be determined by the Appropriate Administrator, based on an estimate of actual daily expenses.

The agreed upon rate for reimbursement shall not exceed the maximum applicable federal per diem rate for the destination as published by the General Services Administration at.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

The daily expense rate is computed by dividing the monthly lodging costs (determined by estimating actual expenses) plus an appropriate amount for meals and incidental expenses (not to exceed the amounts specified in Appendix C), by the number of days of occupancy in the rental period. Receipts are not





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required for meals and incidental expenses when applying the daily expense rate.

The following recurring expenses may be considered part of the lodging cost when a traveler rents a room, apartment, house, or other lodging on a long-term basis:

- Rental cost of a furnished dwelling;
- Utilities;
- Monthly base telephone charges.

Actual costs paid for **lodging taxes**, which are not included in the published per diem rates, may be reimbursed as a miscellaneous expense.

## **A. Indefinite Travel – Assignments that Exceed One Year**

Under the IRS one-year rule, travel away from home that lasts more than one year in a single work location is considered indefinite. Any related travel expenses reimbursed during that period must be treated as taxable income subject to withholding for income and employment taxes (e.g., social security and Medicare).

Accordingly, for an employee whose indefinite assignment requires a change of residence in order to undertake an assignment, who plans to return at the end of the assignment, and who expects to remain in a single location for more than one year, subsistence expense reimbursement shall be treated as follows:

- The entire reimbursement, effective as of the first day of the traveler's assignment, shall be included in the employee's gross income subject to withholding for income and applicable employment taxes;
- The subsistence reimbursement must be paid through the payroll system as additional income subject to withholding;
- The reimbursement for such assignments shall be limited to 2 years. An exception may be granted by the President to extend the reimbursement for a longer period of time; and
- The cost of moving the employee to and from the location of the indefinite assignment shall be reimbursed in accordance with University moving policies per Human Resources Coded Memoranda.

To compensate for additional federal and state income taxes and employment taxes owed by the employee, the reimbursement rate for subsistence expenses may be increased up to 150% of the per diem rate that has been negotiated for domestic travel of 30 days or more.

A separate calculation of the amount of the increase must be made for each employee, taking into account each employee's additional federal and state income tax liability and liability for employment taxes. The formula provided by the IRS for grossing up payments to cover an employee's tax liability should be used to calculate the increase. See Appendix F for examples based on the IRS Tax Gross Up Formula.

Under IRS regulations, the following situations also are considered indefinite assignments:

- Indefinite Assignment Ends Prematurely

An indefinite assignment that is realistically expected to last more than one year shall be considered indefinite regardless of whether it actually exceeds one year. Thus, any amounts withheld in connection with the employee's travel expense reimbursements would not be refundable if the assignment ends prematurely.

- Temporary Assignment Extended





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If a temporary assignment is realistically expected to last for one year or less, but at some later date is extended to exceed one year, then the assignment shall be treated as temporary until the date the employee's realistic expectations change. Thus, travel expense reimbursements would not be taxable for the period of the assignment that was expected to be temporary. Travel expenses reimbursed thereafter must be included in the employee's income subject to withholding.

- Indefinite Assignment Interrupted By Trips To Former Residence Or To Normal work location

An indefinite assignment that is interrupted by occasional trips to the employee's former residence or normal work location shall be subject to the one-year rule. Such return trips do not change the tax status of an indefinite assignment.

## **XII. TRAVEL TO ALASKA, HAWAII OR THE U.S. POSSESSIONS**

### **A. Assignments of Less than 30 Days**

Costs are generally higher in areas outside the 48 contiguous United States, including domestic areas such as Alaska, Hawaii and U.S. possessions. Travelers to these areas will receive a fixed amount per diem for meals and incidentals based on the Federal Per Diem rate for the destination of travel. Lodging shall be reimbursed based on actual costs incurred as supported by an original itemized receipt up to the CSU maximum daily lodging rate set forth in Appendix C, excluding taxes.

Exceptions to the per night maximum may be granted by the Appropriate Administrator. Justification for staying at the specific property must be included with the travel claim. For lodging expenses incurred above the policy maximum rate that are not approved, the prevailing tax rate, as evidenced by the detailed hotel bill, will be applied to the approved nightly rate to determine the reimbursement.

Prevailing rates on non-foreign area per diems are published periodically by the Department of Travel Management (DTMO) of the U.S. Department of Defense and may be found at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>. These rates are, recognized by the IRS and are in effect on the date of travel.

### **B. Travel Less than 24 Hours**

The actual, necessary and non-extravagant cost of lodging for an overnight stay associated with travel of less than 24 hours within Alaska, Hawaii and U.S. possessions shall be reimbursed when supported by an original receipt or a statement explaining why a receipt is not available.

The reimbursement of meals and incidental expenses shall be calculated in multiples of the applicable non-foreign area per diem rate based on the total number of hours between the time of arrival at the Alaskan, Hawaiian or U.S. Possessions location and the time of departure.

For partial days, hours should be rounded to the nearest quarter day as follows:

- 3 hours up to 9 hours equals 1/4 day or 25%;
- 9 hours up to 15 hours equals 1/2 day or 50%;
- 15 hours up to 21 hours equals 3/4 day or 75%; and
- 21 hours up to 24 hours equals 1 day or 100%.

### **C. Travel Over 30 Days**



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The per diem allowance for travel assignments of 30 days or more within Alaska, Hawaii and U.S. possessions should be negotiated between the traveler and their management based on an estimate of actual daily expenses. Refer to Section XI., Travel within the contiguous United States – 30 Days or More for instructions on calculating the daily expense rate.

The negotiated rate for reimbursement shall not exceed the maximum non-foreign locality per diem rate applicable for the destination as published by the Department of Travel Management, U.S. Department of Defense (see Appendix C). The traveler is expected to seek long-term accommodations when staying in one location for 30 or more consecutive days but less than one year.

Actual costs paid for **lodging taxes**, which are not included in the published per diem rates, may be reimbursed as a miscellaneous expense.

## **D. Adjustment for Meals Provided Without Charge**

When meal expenses are paid directly by the University, are reimbursed as entertainment expenses/ hospitality, or are otherwise furnished to the traveler without charge ( e.g. conferences, professional meetings, etc.) the maximum per diem rate authorized for Alaska and Hawaii travel must be adjusted.

If a meal is provided, the meals and incidentals rate must be reduced by the value of the furnished meal. If the actual value of the meal is not known, the traveler may provide an estimated cost. A breakdown by meal is available for every per diem amount at the US Department of State, Office of Allowances :

[https://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=75](https://aoprals.state.gov/content.asp?content_id=114&menu_id=75)

Travelers may not request reimbursement of actual expenses for one portion of a trip and per diems for the remainder. The method must be used for the entire trip.

The chart in appendix E may be used to prorate per diems when travel is to more than one location. This method may not be used if an alternative method is contractually required by the funding source.

## **XIII. INTERNATIONAL TRAVEL**

Employees planning to travel to foreign destinations must request approval from their campus Appropriate Administrator prior to making any travel arrangements and should contact their department Business Office for guidance. Travel to countries on the [US Department of State, Bureau of Consular Affairs Current Travel Warning list](#) or those deemed high hazard risk requires approval from the campus President or designee and the Chancellor's Office. Refer to the information provided by System wide Risk Management under International Travel Resources located at: [http://www.calstate.edu/risk\\_management/rm/](http://www.calstate.edu/risk_management/rm/).

Departments may impose more restrictive guidelines. See your appropriate administrator for most current department restrictions that may be effect at time of travel.

For general campus restrictions and guidelines, refer to Delegation of Signature Authority: [http://daf.csulb.edu/admin\\_guidelines/policies/sig\\_auth.html](http://daf.csulb.edu/admin_guidelines/policies/sig_auth.html)

## **A. Assignments of Less than 30 Days**

Travelers to foreign destinations will receive a fixed amount per diem for lodging, meals and incidentals in accordance with the Federal Maximum Travel Per Diem Allowances for Foreign Areas



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published by the U.S. Department of Defense and may be found at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> (see Appendix C). Receipts will not be required for reimbursement.

If actual expenses are claimed due to special or unusual circumstances, the traveler must document such circumstances by submitting a written explanation with the Travel Expense Claim. The amount reimbursed, however, may not exceed 300% of the applicable federal rate established for the location of travel. The reimbursement of actual expenses must be supported by receipts, as specified in Section IX.B.2, Documentation Requirements.

Following are some examples of special or unusual circumstances that warrant reimbursement of actual expenses:

- A traveler is required to attend a meeting or conference where meals and lodging must be obtained at a prearranged place, and lodging consumes all or most of the applicable maximum per diem allowance;
- The travel is to an area where the per diem is normally adequate, but subsistence costs have temporarily increased because of a special event or function, e.g., a national or international sports event; or
- Due to the situation described above, affordable lodging is not available within a reasonable commuting distance of the employee's meeting or conference and transportation costs to commute to and from the less expensive lodging facility consume most or all of the savings achieved from occupying less expensive lodging.

## **B. Travel Less than 24 Hours**

The actual, necessary and non-extravagant cost of lodging for an overnight stay associated with international travel of less than 24 hours shall be reimbursed when supported by an original receipt or a statement explaining why a receipt is not available.

The reimbursement of meals and incidental expenses shall be calculated in multiples of the applicable federal per diem rate based on the total number of hours between the time of arrival at the foreign location and the time of departure.

For partial days, hours should be rounded to the nearest quarter day as follows:

- *3 hours up to 9 hours equals 1/4 day or 25%*
- *9 hours up to 15 hours equals 1/2 day or 50%*
- *15 hours up to 21 hours equals 3/4 day or 75%; and*
- *21 hours up to 24 hours equals 1 day or 100%*

## **C. Assignments of 30 Days or More**

The per diem allowance for travel assignments of 30 days or more for international travel should be determined by the traveler's management based on an estimate of actual daily expenses. Refer to Section XI., Travel within the contiguous United States – 30 Days or More for instructions on calculating the daily expense rate.

The traveler is expected to seek long-term accommodations when staying in one location for 30 or



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more consecutive days but less than one year. The rate for reimbursement shall not exceed the maximum Federal Per Diem rate applicable for the destination as published by the U.S. Department of Defense.

Actual costs paid for **lodging taxes**, which are not included in the published per diem rates, may be reimbursed as a miscellaneous expense.

## **D. Indefinite Assignments that Exceed One Year**

The rules for domestic indefinite travel set forth in Section XI.A., Indefinite Travel - Assignments that Exceed One Year, also apply to the reimbursement of travel expenses incurred in connection with indefinite international assignments of one year or more, with the following exceptions:

- To compensate for additional federal and state income taxes and employment taxes owed by the employee, the reimbursement rate for subsistence expenses may be increased by up to 150% of the applicable federal per diem rate authorized for long-term travel.
- The amount of the increase, if any, calculated for each employee must take into account the effect of the annual foreign earned income exclusion that may be available to the employee.

Approval from the Director of Human Resources Service Group shall be obtained prior to any indefinite assignments.

## **E. Adjustment of International Per Diem Rates**

Travelers may not request reimbursement of actual foreign expenses for one portion of a trip and per diem for the remainder. The method selected must be used for the entire foreign portion of the trip. However, a per diem may be used for meals and incidental expenses and actual costs used for lodging.

### **1. Adjustment for Multiple Locations**

The method provided in Appendix E may be used to prorate per diems when travel to more than one foreign location occurs. This method may not be used if an alternative method is contractually mandated by the funding source.

### **2. Adjustment for Partial Days**

The reimbursement of subsistence expenses shall be calculated as outlined in Section B. above.

### **3. Adjustment for International Lodging or Meals Provided Without Charge**

When international lodging or meal expenses are paid directly by the University, are reimbursed as entertainment expenses, or are otherwise furnished to the traveler without charge, the maximum per diem rate authorized for international travel must be adjusted.

When lodging is provided without charge, only the meals and incidentals portion of the maximum per diem will be reimbursed. If a meal is provided, the meals and incidentals rate must be reduced by the value of the furnished meal. If the actual value of the meal is not known, the traveler may provide an estimated cost.

Situations that may require an adjustment include the following:

- Meals are furnished as part of official University entertainment,
- Meal or lodging expenses are included in the registration fees,



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- Group expenses are billed directly to the University, or
- Complimentary accommodations are extended (generally to a conference leader/coordinator and assistants) by a hotel or motel complex for block patronage of guest rooms.

Refer to Section V.D., Payment of Group Subsistence Expenses, for more information on claiming group expenses.

## **F. Taxability of International Travel with Personal Use**

Travel deemed entirely for Business – Nontaxable

When an employee spends a portion of his/her time on personal travel, any employer reimbursement applicable to the personal portion of the trip is taxable unless an exception applies. Airfare is the typical expense that must be allocated between business or leisure time and taxed accordingly.

The value of an employee's international flight will be considered a business cost, and thus completely nontaxable, when any one for the following exceptions applies:

The employee does not have substantial control over arranging the trip;  
Travel outside of the U.S. combining business and personal time, if for one week or less;  
Less than 25 % of total time is spent of personal activities; or  
Vacation is not a major consideration on planning the trip

Under exceptions 1) and 4), the trip will be deemed entirely for business purposes if a) the employee did not have substantial control over arranging the trip, or b) the employee can establish that vacation was not a major consideration in arranging the trip. If the employee's primary purpose for travel outside of the U.S. is vacation, then the flight is fully taxable, and only the reimbursed business expense incurred while on the trip are nontaxable.

The IRS defines "substantial control" as follows: *The fact that you control the timing of your trip does not, by itself, mean that you have substantial control over arranging your trip. You do not have substantial control over your trip if you are an employee who was reimbursed or paid a travel expense allowance and you are not related to your employer.*

A "managing executive" is an employee who has the authority and responsibility, without being subject to the veto of another, to decide on the need for business travel.

For additional information regarding the taxability of international travel, please refer to the Chancellor's office travel procedures

## **G. Special Fees for International Travel**

Unique costs associated with international travel will be reimbursed, such as: the actual cost of obtaining or renewing a passport, visa, tourist card, and necessary photographs; cost for certificates of birth, health, identity, and related affidavits; charges for required inoculations and medical evacuation insurance; currency conversion, ATM and check cashing fees outside the U.S.; the cost of traveler's



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checks; costs related to hiring guides, translators, and local labor; and the cost of full collision insurance on automobiles rented in foreign countries.



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## **XIV. REFERENCES**

### **A. Executive Orders**

EO – 37, Authorization and Appointment of State College Presidents to Approve Sabbatical Leaves  
EO – 181, Provisions for Extension and Summer Sessions Independent Study Programs Involving Foreign Travel  
EO - 688, Delegation of Authority – Approval of Travel Requests  
EO – 715, California State University Risk Management Policy  
EO – 731, Designation of Chief Financial Officer  
EO - 760, Procurement Cards  
EO – 842, Competitive Bid of Goods & Services  
EO – 849, CSU Insurance Requirements  
EO – 1000, Delegation of Fiscal Authority and Responsibility  
EO - 1041, CSU Student Travel Policy  
EO – 1069, Risk Management

### **ISCUAM**

Policy 1201.00, Intercollegiate Athletics Administration  
Policy 1205.00 Group Travel  
Policy 3130.01 Accounts Receivable Management  
Policy 3601.01, CSU Travel Policy

### **B. Coded Memoranda**

AA 2002-24, System-wide Evaluation of Teacher Preparation Programs  
AA 2003-27, System-wide Committee Representative Travel Procedures  
HR 2012-02 Updated Moving and Relocation Policy and Updated CSU Internal Procedures  
[RM 2014-01, International Travel & Requirement to Purchase Insurance](#)

### **C. Collective Bargaining Agreements**

Unit 1: Union of American Physicians and Dentists - UAPD  
Unit 2, 5, 7 and 9: California State University Employees Union - CSUEU  
Unit 3: California Faculty Association - CFA  
Unit 4: Academic Professionals of California - APC  
Unit 6: State Employees Trades Council - SETC  
Unit 8: Statewide University Police Association - SUPA  
Unit 10: International Union of Operating Engineers  
Unit 11: UAW - Academic Student Employees  
Unit 12: SEIU – Head Start  
Unit 13: English Language Program Instructors, CSU Los Angeles

### **D. Per Diem Rates**

Maximum Travel per Diem Allowances for Foreign Areas, Section 925, Supplement to the Standardized Regulations, (Government Civilians, Foreign Areas) U.S. State Department



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Prescribed Maximum Per Diem Rates for contiguous US, GSA Office of Government-wide Policy

Official Department of Defense Overseas/Other than contiguous U.S. per Diem Rates, Per Diem, Travel and Transportation Allowance Committee

## E. INTERNAL REVENUE SERVICE (IRS)

IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits for tax reporting requirements

IRS Publication 463, Travel, Entertainment, Gift, and Car Expenses

IRS Publication 970, Tax Benefits for Education

IRS Revenue Procedure 98-25, 1998-1 CB 689, Automatic Data Processing Records

IRS Revenue Procedure 97-22, 1997-13IRB, Electronic Record Retention Rules

IRS Revenue Code, Title 26 Section 117, Qualified Scholarship

IRS Revenue Code, Title 26 Section 162, Trade or Business Expenses

## F. Other

CSU Use of University & Private Vehicles Policy Guideline

Conflict of Interest Handbook

The CalStateTEACH Faculty Handbook

HR 2005-26 CSU Volunteer Policy

CSU Office of General Counsel University Volunteers Handbook

AB 1887 - [PROHIBITION ON STATE-FUNDED AND STATE-SPONSORED TRAVEL TO STATES WITH DISCRIMINATORY LAWS \(ASSEMBLY BILL NO. 1887\) | State of California - Department of Justice - Office of the Attorney General](#)

**FOR ANY ERRORS OR OMISSIONS, CSULB WILL DEFER TO THE SYSTEM WIDE CSU TRAVEL POLICY/PROCEDURES THAT MAY BE FOUND ON THE CHANCELLOR'S OFFICE WEB SITE.**

[HTTP://WWW.CALSTATE.EDU/ICSUAM/](http://www.calstate.edu/icsuam/)





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## **APPENDIX A - Definitions**

For the purposes of these guidelines, the following definitions shall apply:

**Appropriate Administrator** -- Manager, or academic equivalent, granted authority through delegation and/or the signature authority guideline.

**Business Purpose** -- the business purpose of a University traveler may include activities that contribute to any one of the University's major functions of teaching, research, or public service. It is the primary reason the employee must incur travel related expenses.

**Campus** -- the campus or other official University location under the jurisdiction of a President, as defined below.

**Cash Advances** -- cash (or cash equivalents) given to a traveler in advance of a trip.

**Incidental Expenses** -- the incidental expenses portion of the federal per diem rate includes fees and tips given to porters, baggage carriers, bellhops, and housekeepers; transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site; and mailing costs associated with filing travel claims and payment of University-sponsored charge card billings.

**Maximum Lodging Rate** -- the maximum amount allowed per night, excluding taxes, for overnight sleeping facilities. Does not include accommodations on airplanes, trains, buses, or ships which are included in the cost of transportation.

**Meals and Incidental Expenses Reimbursement Cap** - the maximum amount authorized for reimbursement of actual daily meal and incidental expenses for travel within the contiguous United States. Travelers may only seek reimbursement for their actual expenses up to the cap amount. This reimbursement cap ***shall not be treated as a per diem***. For purposes of the reimbursement cap, incidental expenses include tips and fees for services, e.g., for waiters, baggage handlers, etc.

**Normal Work Location** -- is defined as the place where the major portion of an employee's working time is spent or the place to which the employee returns during working hours upon completion of special assignments. The employee's department determines what constitutes an individual employee's work location for the purpose of these guidelines.

**Official University Business Travel** -- to be considered Official University Business Travel, at least one of the following criteria must apply:

- A trip is certified by the President or designees to be essential to University operations;
- The trip relates directly to University programs including development activities and objectives;
- The trip is to a meeting of a professional association or society to deliver a paper, to serve as moderator or group leader, to serve on a panel, or to fulfill obligations as an association or society officer; or
- The trip has as its primary purpose recruitment of faculty or administrative personnel.

**Out of Pocket Expenses** -- expenses that are incurred and paid for by the traveler using cash or other mechanisms with traveler liability (e.g., a credit card in which the traveler is liable).



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**Per Diem** -- the daily subsistence allowance to cover the cost of meals and certain incidental expenses authorized under the GSA and Federal per diem rates. The amount varies based on destination of travel. The payment of a per diem does not require supporting receipts. Per diems are authorized for all international travel; travel within Alaska, Hawaii, and United States possessions; domestic travel assignments of 30 days or more; and domestic travel assignments that exceed one year (see Appendix C).

For purposes of per diem, incidental expenses include tips and fees for services, e.g., for waiters, baggage handlers, etc. Federal per diem rates do not include taxes on lodging, which may be reimbursed separately.

**President** -- the chief executive officer of the campus.

**Primary Agreement** - An agreement between the California State University and an awarded supplier for a specific service or commodity that is the result of a University competitive bid process. The primary agreement is established with the supplier considered to have the best combination of value and service and who obtains the most awarded quality points during the evaluation process. This supplier will be the recommended University supplier for the specific service or commodity type (at participating University locations) for the life of the agreement.

**Receipt** -- a written acknowledgment of money received. For substantiation of an expense, a receipt indicates what was purchased, the amount due, the form of payment and preferably a zero balance.

**Registered Domestic Partner** -- a domestic partnership is established when persons meeting the criteria specified by family code section 297, file a Declaration of Domestic Partnership (Form NP/SF DP-1) with the secretary of state.

**Reporting Period** -- the thirty day period within which a Travel Expense Claim must be submitted after the end of a trip. Refer to Section IX.A., Reporting Period, for more information.

**Residence** -- the primary residence where the traveler lives, regardless of other legal or mailing addresses. However, when an employee is required to reside temporarily away from his/her permanent residence because of official travel away from normal work location, such residence may still be considered permanent if it is unreasonable to expect the employee to move his/her permanent residence to the temporary job location.

**Subsistence Expenses** -- Expenses such as (1) Lodging, including taxes and service charges; (2) Meals, including taxes and tips; and (3) Incidental expenses (see Incidental expenses above).

**Substantiated Expenses** -- Generally, a Traveler must be able to substantiate claimed expenses by adequate records and/or sufficient evidence corroborating the traveler's own written statement as to 1) amount, 2) time and place, 3) business purpose, and 4) name (s) for whom the expense was incurred.

**Travel Advances** -- payment provided to an employee in advance of travel to offset anticipated out of pocket expenses. Advances also include reimbursement of travel related expenses incurred prior to the dates of travel or items direct billed to the University, such as airline tickets paid in advance of travel.

**Travel Expenses** -- expenses that are ordinary and necessary to accomplish the official business purpose of a trip. Refer to the following sections for a description of travel expenses eligible for reimbursement: Section IV., Transportation Expenses; Section V., Subsistence Expenses; and Section VI., Miscellaneous Travel Expenses.



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**Travel Status** – the period during which a traveler is traveling on official University business outside the vicinity of his/her normal work location or residence.

**Valid Driver's License** – A driver's license shows that you have given permission to drive on public roadways. Licenses are valid until the date indicated. A license is not valid if it has been suspended, cancelled or revoked.

**Work Day** -- the work day refers to the hours an employee is scheduled for work on any one calendar day, or may consist of consecutive hours an employee is scheduled to work over two (2) consecutive calendar days when the scheduled hours cross midnight.



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## **APPENDIX B - Mileage Reimbursement Rates for Private Vehicles**

The following mileage reimbursement rates shall be used to reimburse travelers who use a private automobile on official University business:

A. Automobiles--employee-owned/procured (including vans)

Campus follows the [Current IRS Standard Rate](#) -

B. Standard Rate for travel in connection with move or relocation

Campus follows the [Current IRS Standard Rate](#) -



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## APPENDIX C - Lodging, Meals & Incidentals Reimbursement Caps, Receipts Requirements

The following chart summarizes the applicable reimbursement methods and the maximum rates authorized for lodging and meal and incidental expenses (M&IE) incurred while on travel status:

	Less Than 30 Days with Overnight Stay	30 Days or More	In Excess of One Year
<u>Contiguous United States:</u> <sup>1</sup> Daily M&IE  Lodging <sup>2</sup>	Actual meal expenses up to \$55/day + \$7/day Incidentals allowance <i>Receipts required for expenses greater than \$75.</i>  Actual lodging of up to \$275/night, excluding taxes. <i>Receipt required.</i>	Maximum Meals and Lodging Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area. <i>No receipts required.</i>	Per Diem up to 150% of 30 day per diem. <i>No receipts required.</i>
<u>Alaska, Hawaii and the U.S. Possessions</u> <sup>3</sup> Daily M&IE  Lodging <sup>2</sup>	Published Federal Government Per Diem for specific location. <i>No receipts required.</i>  Actual lodging of up to \$275/night, excluding taxes. <i>Receipt required.</i>	Maximum Meals and Lodging Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area. <i>No receipts required.</i>	Per Diem up to 150% of 30-day per diem. <i>No receipts required.</i>
<u>International</u> Daily M&IE and Lodging	Published Federal Government Per Diem for specific location. <i>No receipts required.</i>	Maximum Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area. <i>No receipts required.</i>	Per Diem up to 150% of 30-day per diem. <i>No receipts required.</i>
<u>Non-Commercial Facility</u> Daily Lodging Expenses <sup>4</sup>	Actual expenses up to 100% of Published Federal Government Per Diem for specific location. <i>Receipts required for non-international travel.</i>	Maximum Per Diem Determined by Authorized Approver cannot exceed Federal per diem. <i>No receipts required.</i>	Per Diem up to 150% of 30-day per diem. <i>No receipts required.</i>

Federal Per-diem rates for all domestic locations: <http://www.gsa.gov/portal/category/21287>

1 Travel within the 48 contiguous United States and District of Columbia

2 Lodging expenses supported by a receipt up to the maximum lodging rate are reimbursable.

3 Travel within Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and possessions of the United States.

4 Use per diem rate for appropriate geographic area



# CSULB Travel Procedures

## APPENDIX D - Travel of Less than 24 hours - Meals & Incidentals Reimbursements

The IRS Taxable Fringe Benefit Guide ("IRS Guide") states that in order for the reimbursement of meals and incidental expenses (M&IE) to be excludable from a traveler's income, the individual must be "away from home" in the pursuit of business on a temporary basis. Merely working overtime or at a great distance from an employee's residence does not create excludable reimbursements for travel expenses if the employee returns home without spending the night or stopping for substantial "sleep or rest."

Section V.C., Travel of Less Than 24 Hours, does not allow for the reimbursement of meal expenses for travel of less than 24 hours unless the traveler is away from his/her home overnight as supported by a lodging receipt or other evidence explaining why the traveler was unable to obtain a receipt.

The following examples from the IRS Guide illustrate the application of the "overnight rule":

**Example 1:** A consulting engineer works with clients in a three-state area by making one-day trips to each client. She frequently leaves home at 6:30 a.m. and does not return until midnight. During the day, she stops in a rest area and closes her eyes for 20 minutes to refresh herself for the drive. She cannot deduct the cost of her meals on these trips because she is not away from home long enough to obtain substantial sleep or rest.

**Example 2:** An employee is required to travel from Milwaukee to Madison to work on a project. She leaves home at 11:00 a.m. on Monday, with plans to return home the same day. She is unable to complete the project on Monday, so she spends the night in Madison. After completing the project the next day, she returns to Milwaukee by 10:30 a.m. Even though the employee had not planned to spend the night and is gone for less than 24 hours she has met the "away from home" rule because she spent the night away from her tax home on business.

**Example 3:** An employee is required to travel from Dallas to Houston to work for the day. The employee leaves home at 6:30 A.M. and returns that night at 10:00 P.M. On the trip home the employee stops for dinner and rests in the car for two hours. Even though the employee has been away from home for substantially longer than his/her normal work day, the employee is not considered to be in travel status. Courts have ruled that stopping for a meal or a rest in a car does not meet the substantial "sleep or rest" rule.

**Example 4:** A government agency supplies office equipment to all agencies within the state. An employee drives a tractor-trailer with equipment from the warehouse in Sacramento to an agency in San Diego. After 10 hours the driver stops and rents a room at a rest stop for a four hour nap before completing the round trip. Since the driver rented a room in order to sleep, he/she is considered to have met the "sleep and rest" rule. Reimbursements for meals and lodging are not taxable to the employee.



# CSULB Travel Procedures

## **APPENDIX E - Prorating Per Diems for Travel Involving Multiple Locations**

The following method may be used to prorate a per diem(s) when a trip is reimbursable under more than one per diem rate.

The time element charged to each per diem location is prorated based on the number of hours spent at each travel location. For partial days, hours should be rounded to the nearest quarter day as follows:

- 3 hours up to 9 hours equals 1/4 day or 25%;
- 9 hours up to 15 hours equals 1/2 day or 50%;
- 15 hours up to 21 hours equals 3/4 day or 75%; and
- 21 hours up to 24 hours equals 1 day or 100%.

**Example:** A trip that involved three locations with three different per diem rates took a total of 237 hours, excluding air travel time from normal work location to the first business location and the traveler's return from the last travel location to normal work location. The time spent at each location was as follows: 53 hours, 145 hours, and 39 hours. The reimbursable amount of the per diem for each location is calculated as follows:

	Hours Per Location	Quarter Days	Location Per Diem Rate	Reimbursable Amount
Location 1	53	2.25 (or 2-1/4)	\$140.00	\$315.00
Location 2	145	6	\$152.00	\$912.00
Location 3	39	1.75 or (1-3/4)	\$168.00	\$294.00
TOTAL	237			\$1,521.00



# CSULB Travel Procedures

## **APPENDIX F - IRS Tax Gross Up Formula**

Under the IRS one-year rule, travel expense reimbursements for assignments that exceed one year must be treated as taxable income. Thus, to compensate for additional federal and state income and applicable employment taxes owed by an employee, the reimbursement rate may be increased up to 150% of the applicable federal per diem rate authorized for the location of travel (see Section V.).

Following are two examples of the gross up procedure for a trip of more than one year to X. In both examples, a \$91 daily reimbursement rate is assumed to be the final per diem rate.

### **Example 1: Salary Subject to Social Security Tax**

This example is based on the following assumptions:

- 15% Federal income tax rate plus 5.1% California income tax rate [6% less 15% Federal tax benefit]
- 1.45% Medicare rate
- 6.2% Social Security rate

The Gross Up Formula is applied to the \$91 daily reimbursement rate as follows:

W = Gross Up Amount

W = daily reimbursement rate

1 - applicable tax rates

$$W = \frac{\$91}{1 - .15 - .0510 - .0765}$$

$$1 - .15 - .0510 - .0765$$

$$W = \frac{\$91}{.7225}$$

$$.7225$$

W = \$125.96 or 138% of the daily reimbursement rate





# CSULB Travel Procedures

## IRS TAX GROSS UP FORMULA (cont.)

### **Example 2: Salary Exceeds Social Security Wage Base**

This example is based on the following assumptions:

- 28% Federal income tax rate plus 6.7% California income tax rate [9.3% less 28% Federal tax benefit]
- 1.45% Medicare rate

The Gross Up Formula is applied to the \$91 daily reimbursement rate as follows:

W = Gross Up Amount

W = daily reimbursement rate

1 - applicable tax rates

$$W = \frac{\$91}{1 - .28 - .0670 - .0145}$$

$$W = \frac{\$91}{.6385}$$

W = \$142.53 or 157% of the daily reimbursement rate<sup>6</sup>

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<sup>6</sup> The maximum amount reimbursable in this situation would be \$136.50 (150%), unless the President grants an exception to the policy.



# CSULB Travel Procedures

## FORMS AND INSTRUCTIONS

[Travel Claim form & instructions](#)

[Hotel / Motel Transient Occupancy Tax Waiver](#)

[Authorization to Use Privately Owned Vehicle on State Business](#)

[Using Giselle's Travel \[Instructions\]](#)

[Request for Travel Form](#)

## ADDITIONAL CONTACTS

Email- [ap-travel@csulb.edu](mailto:ap-travel@csulb.edu)

## RELATED INFORMATION

**Related Chancellor's Office Policies:** Integrated CSU Administrative Manual Policy

**Other Related Information:**

## FAQ

## SEARCH INFORMATION

**Guideline Group (indicate appropriate number choice):** 3

**1) Administrative & Operations**

**2) Human Resources**

**3) Finance**

**4) Information Technology**

**5) Education & Student**

**6) Senate**

**Department:** Accounts Payable

**Division:** Financial Management

**Keywords for search:** Travel, Travel Claim



# CSULB Travel Procedures

## HISTORY

**Issue Date: 04-01-11**

**Last Review Date: 11-2017**

**Amended Date:**

**Updates for 04-01-13** – Mileage rates updated, foreign travel insurance program and approvals required, introduced CSU nightly maximum lodging rates.

**Update Jan. 2014** – Mileage rates

**Updated June 2014** – Section VIII B. Travel Related Insurance Students –for consistent wording with Risk and change in policy coverage amounts.

**Updated Jan 2015** – Mileage and CSU Maximum overnight lodging rates, removed campus travel card program references and various sections for CO changes.

**Updated Nov 15 & Jan 2016** – CSU Maximum lodging rates, receipt requirements, preapproval requirement determined by destination, change in Mileage rates to follow the IRS

**Updated January 2017** – AB 1887 Compliance and update for Taxability of International travel with a personal component and pointing to CO travel procedures

**Updated November 2017** – Exceptions for hardship, lost baggage language section VIII E, further clarified non-reimbursable personal purpose expenses section VI D,

## APPROVALS

Appropriate Administrator (for new and major changes)