

Policy #: 310.0
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Last Review: December 3, 2021
Next Review:

TITLE: TRAVEL POLICY

PURPOSE

To provide staff and management with policy and regulations governing business travel and to assure that funds allocated towards travel are appropriately used, properly authorized, for a documented business purpose, substantiated by applicable receipts, correctly processed for payment, and in compliance with all applicable regulations and agreements. Any individual traveling on UEC official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of business are not acceptable under this standard. Individuals will be responsible for excess costs and any additional expenses incurred for personal preference or convenience.

There is considerable variation among the rules of reimbursement of travel expenses such as transportation and per-diem contained in various agency sponsored programs. When there is a variance between agency and UEC guidelines, the basic rule is: **The agency or UEC, whichever is more restrictive, shall govern the travel.**

SCOPE

This policy applies to domestic and international travel for all UEC and Sponsored Programs personnel and related activities. International travel requirements can be found in section G *International Travel* and section H *Travel Restrictions*.

POLICY

UEC and Sponsored Programs travelers seeking reimbursement for travel related expenses must submit a completed Travel Expense Claim form. UEC will continue to accept Travel Expense Claim forms but recommends using the CSUSB electronic travel system (*Concur is the name of current system*) whenever possible for filing travel expense reimbursement. The CSUSB electronic travel system is a cloud based solution offering paperless, electronic travel request and reimbursement. The CSUSB electronic travel system will automate travel requests, bookings, and expense reporting of campus business travel. The system has been fully implemented and can be used for travel funded by all business units. Below are some key advantages the system offers:

- Automated routing of travel requests and expense voucher authorization.
- E-Receipts are automatically submitted into the system by participating vendors or by user emailing/uploading them to the system.
- 24 hour online booking for airfare, hotel, and car rentals reservation.
- Minimize out-of-pocket expenses by traveler through direct billing and payment of airfare.

- Convenience through built-in automated features for compliance, mileage calculation, currency conversion, etc.
- Email notification and reminders of events at designated time intervals and events.

If a Principal Investigator, Project Director, or sponsored programs project employee uses the CSUSB electronic travel system, a travel approver will be required. If approval flow is not established, contact your Research Analyst for arrangements. The travel approver will typically be the VP, Dean, Chair for Principal Investigator/Project Director or the Principal Investigator/Project Director or designee for all other project personnel.

All Research Analysts have access to review and approve all travel requests and claims submitted in the CSUSB electronic travel system. The Research Analyst will be the budget approver (final approver) for all sponsored program funds and upon their approval the claim will be released for payment processing.

A. Policy Provisions

1. Covers registration fees for attendance at conferences, conventions, and meetings of professional or learned societies and is limited to persons immediately concerned with the topics to be discussed or the business to be transacted.
2. UEC will only pay or reimburse for travel related expenditures that are allowable, allocable, reasonable, and necessary to conduct official UEC and Sponsored Programs business.
3. Employees will act in an ethical and responsible manner, regardless of whether a particular rule or policy statement addresses a specific situation.
4. A traveler may choose to spend more than the allowances provided – however, he/she would be responsible for the amounts above the allowances; unless a business related purpose is provided and an exception approval is obtained.
5. Actual transportation expenses will be reimbursed based on the most economical mode and route. Transportation expenses include: carrier fares, car rental charges, private car mileage allowances, parking, tolls, taxis, etc.
6. Itemized receipts are required for expenses of \$25 or more.
7. Travel expenses directly related to official UEC and Sponsored Programs business are reimbursable.
8. Travelers may alter travel for personal convenience if there is no additional cost to UEC or loss of productivity.
9. Any exceptions to the Travel Policy require advance written approval from the UEC Executive Director for non-Sponsored Programs business and the Director of Sponsored Programs for Sponsored Programs related business.

B. Regulations

1. UEC employees traveling on non-sponsored program activity can utilize their UEC Bank Card for airfare, conference fees, lodging, rental car fees, and other costs incurred.

2. Employees traveling on behalf of Sponsored Programs activity are not allowed to use their UEC Bank Cards for travel related expenses. Cash advances may be requested for airfare, conference fees, lodging, rental car fees, and other costs to be incurred.
3. Cash advances must be issued 1 – 30 days in advance of when an expense is to be paid or incurred.
4. A traveler should have no more than one outstanding advance at any time.
5. If a trip is cancelled or postponed, or employment ceases, the advance must be returned immediately to Accounts Payable.
6. An approved Travel Expense Claim Form with appropriate receipts and conference agenda must be submitted within 30 days after completion of travel. Travel Expense Claim Forms for non-Sponsored Programs related activity will be submitted to Accounts Payable directly. Travel Expense Claim Forms for Sponsored Programs activity will be submitted to the appropriate Research Analyst in Sponsored Programs for review and approval before forwarding to Accounts Payable.
7. Other than mileage and parking reimbursements, travel expenses must be incurred more than 25 miles from the individual's normal work location.

C. Subsistence/Reimbursements

Subsistence expenses consist of lodging, meals and incidental expenses. Incidentals may include tips and fees for baggage carriers, housekeeping, etc., that are customary in travel and not included on other bills. The applicability for reimbursement of these expenses begins when the traveler leaves his/her residence or normal work location – *whichever occurs last* – and ends when the traveler arrives back to residence or work location – *whichever occurs first*.

When travel includes an overnight stay the meal per diem is up to \$55 per day. Meal receipts are not required as individuals are reimbursed the flat per diem rate, not actual cost, unless otherwise stated by the funding agency. Receipts are required for meal reimbursement exceeding the per diem limits. Meals for groups can be paid by one individual. For travel to Hawaii, Alaska and US Possessions, meals and incidentals are determined by the Federal Per Diem for the particular location.

NOTE: Federal Per Diem rates are updated regularly by the Federal Department of Defense, and available at www.defensetravel.dod.mil/site/perdiemCalc.cfm

Subsistence Allowance - Less than 24 Hours or Partial Days of Travel (First/Last Day)

If an overnight stay is involved, breakfast, lunch and dinner are all reimbursable. Lunch is not allowable for travel less than 24 hours without an overnight stay. Breakfast and dinner are allowable; however, reimbursement is taxable.

For travel days of fewer than 24 hours which do not cover all three meals, per meal reimbursements will replace the \$55 daily reimbursement total, in the following amounts:

- Breakfast \$10
- Lunch \$15
- Dinner \$30

Subsistence Allowance - Less than 12 Hours

- Breakfast is reimbursed if travel begins 2 hours before normal work hours. Amount is reportable as income.
- Lunch is not reimbursable unless there is a specific business purpose.
- Dinner is reimbursed if travel ends 2 hours after regular work hours. Amount is reportable as income.

Reimbursement for Lodging

- Travelers may be reimbursed for lodging expenses when traveling on business 25 or more miles (one way) from their work location or residence, whichever is closer to the destination.
- Whenever possible, non-Sponsored Programs and Sponsored Programs travelers should request tax waivers and/or the government rate.
- As with all other expenses, lodging costs are expected to be reasonable and not extravagant.
- An original detailed hotel receipt must be provided when requesting reimbursement for lodging expenses. A credit card charge slip and/or credit card monthly statement is not sufficient documentation.
- For stays of less than 30 days, the reimbursable amount will be equal to the actual lodging cost with a detailed receipt required. For stays of between 30 days and 12 months, the per diem is determined by the authorized approver, up to 100% of Federal guidelines.
- Per CSU Travel Guidelines, http://www.calstate.edu/icsuam/documents/travel_procedures_g-001_final.pdf the allowable nightly lodging limit for non-Sponsored Programs travelers is \$275, not including taxes and other related charges. For Sponsored Programs related travel, employees and Principal Investigators should always attempt to comply with the \$275 per night limit whenever possible. When the lodging rate exceeds the \$275 maximum, a justification for the higher rate must be included on the Travel Expense Claim Form. Justification for a higher rate could be geographic region, season of travel, or the necessity to stay within certain facilities.

Reimbursement for Tips

- UEC 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 a part of the parking fee.

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

Reimbursement for Mileage

- Mileage may be claimed for the distance traveled from point of origin to the destination and return or from CSUSB to the destination and return to CSUSB, whichever is shorter.
- Mileage will be paid at the federal rate. The rate will be published annually by the Chancellor's Office.

Reimbursement for Incidentals

- Employees may claim up to \$7 in incidentals for each 24-day travel period.

Reimbursement for Parking Fees

- Reimbursement for parking fees must be reasonable in relation to personal car use.

Reimbursement for Use of Bus, Train, Scheduled Airline

- Reimbursement will be made only for the method of transportation which is most economical and in the best interest of UEC considering both direct expense as well as the employee's time.
- Receipts must accompany all claims for bus, train, or airline fares over \$25.
- If using ticketless travel, request a proof of flight (printed ticketless Itinerary/Receipt) at the time of your reservation. Claims for reimbursement of additional charges beyond your control for transportation by train or scheduled airlines may be allowed if accompanied by a full explanation stating facts constituting the official necessity.
- Travel insurance, Preferred Seat, and Early Bird Check-In are not allowable business expenses and if purchased, shall be the sole responsibility of the traveler.

Reimbursement for Travel on Privately Owned Aircraft

- No employee shall travel on a privately owned aircraft while conducting UEC or Sponsored Programs related business without prior approval from the UEC Executive Director.

Reimbursement for Privately Owned Motorcycle

- There is no reimbursement for privately owned motorcycles or motor-driven cycles.

D. Vehicle Rentals

- Only UEC or Sponsored Programs personnel may rent and drive the vehicle.
- Each traveler is responsible for making their own rental reservations and arranging for payment.
- A compact, economy or intermediate class vehicle should be requested unless these sizes are not adequate for the purpose of the trip (justification required).
- Per CSU Travel Guidelines, travelers are encouraged to rent a vehicle from the two rental agencies currently contracted with the State of California, Enterprise Rent-A-Car

and National Car Rental. Please contact the UEC Business Office for additional program information.

- Rental rates for the contracted rental companies include: Unlimited Miles, Collision Damage Waiver, \$300,000 Third Person Liability Coverage, and No Drop Charges.
- Renting vehicles from a non-contracted vendor should only be pursued when vehicles are unavailable from the two contracted vendors.
- Gasoline for a rental car is reimbursable and must be substantiated with a receipt.
- Automobile Accidents - Do not leave the scene should you be involved in an accident. It is recommended that you summon the police even in a minor accident. In case of emergency, do not attempt to move the person. Obtain as much information as possible about the other party's insurance. All accidents must be reported to the car rental company, Department of Motor Vehicles if your own car is involved, Director of Sponsored Programs Administration if traveling on a Sponsored Program, and the UEC Executive Director.

E. Hospitality

Procedures and questions related to Hospitality policy, not otherwise covered in this policy, should default to University Enterprises Corporation *Hospitality Policy* 305.0.

F. Permissible Expenditures

Reimbursable expenditures may include:

- Registration fees for conferences, conventions, meetings of professional or learned societies
- Tips that are reasonable and customary
- Business expenses such as copying, mailing, equipment rentals, Wi-Fi, local and long distance phone calls
- Expenses that would not ordinarily be reimbursed but arise because of special or unusual circumstances and are approved as an exception

Non-Reimbursable expenditures include:

- Fines or citations
- Clothing and personal care items
- Commuting expense
- Dependent/pet care
- Personal entertainment
- Alcohol (Sponsored Program Activity)

G. International Travel

- UEC and Sponsored Programs travelers seeking reimbursement for international travel related expenses must submit reimbursement claims through the CSUSB Concur Travel and Expense portal.
- International travel must be a budgeted activity on a sponsored project.

- 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 published monthly by the U.S. Department of State Office of Allowances. These rates may be found at <https://aoprals.state.gov/>. Itemized receipts are not required.
- Itemized receipts for expenses of \$25 or more are required for expenses other than lodging, meals and incidentals.
- UEC employees, Principal Investigators, Project Directors, and project staff are required to submit a fully completed and authorized "Foreign Travel Approval / Insurance Request" form to the CSUSB Risk Management Office well in advance of their departure for approval. This advance notice is needed in order to secure coverage in CSURMA's foreign travel insurance program offered through ACE. This insurance provides medical and other important coverage in the event of an emergency situation.
- Prior to making travel plans the following travel warning lists must be checked to determine if the travel destination is on the list:
 - U.S State Department Travel Warning List
 - CSURMA High Hazardous Country/War Risk List
- If the destination does not appear on these lists, the form must be submitted at least 7 days prior to travel.
- If the destination appears on either list, the form must be submitted to CSUSB Risk Management at least 20 days in advance of your departure.
- If the destination appears on the "War Risk" country list, the form must be submitted 30 days in advance of departure to obtain approval of the Chancellor's Office as well. Please Note: As of January 2015, you only need to obtain the President's approval for travel to countries that appear on any of the warning lists above.
- It is recommended that all employees traveling internationally sign up for the State Department's Safe Traveler Enrollment Program (STEP).

H. Travel Restrictions

CSUSB has imposed various travel restrictions that also will apply to UEC and sponsored project activity as applicable. Restrictions are subject to change. Refer to CSUSB Travel Website for updates. Current restrictions include prohibition of travel to certain states per CA AB1887.

Exceptions may be granted for the following purposes:

- Enforcement of California law, including auditing and revenue collection
- Litigation
- To meet contractual obligations incurred before January 1, 2017

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- To comply with requests by the federal government to appear before committees
- To participate in meetings or training required by a grant or required to maintain grant funding
- 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
- For the protection of public health, welfare, or safety, as determined by the CSU or other state agencies

RELATED FORMS & POLICIES

<http://uec.csusb.edu/documents/305.0HospitalityPolicy.pdf>

http://www.calstate.edu/icsuam/documents/travel_procedures_g-001_final.pdf

Approval:

Approved by the UEC Board of Directors on December 3, 2021