

ASSOCIATED STUDENTS, INCORPORATED
California State University, San Bernardino

**Policy and Procedures Governing Travel Expenses and Allowances:
Rates for Housing and Lodging**

Approved and Adopted by the ASI Board of Directors
Per BD 23-12, Date: May 1, 2012

Purpose: It is the purpose of this Travel Policy to provide reimbursement for the necessary out-of-pocket expenses incurred due to travel on official ASI business.

Scope: This policy shall apply to all members, ASI officers, employees, and entities traveling on ASI business or using ASI funds unless otherwise stipulated by other ASI BoD policies or policies of organizations that funds are granted to by ASI, e.g., the Children's Center.

1. Definitions

For the purpose of this Policy, the following definitions will apply:

- a. **Limits:** The ASI Board of Directors (BoD) is charged with the responsibility of determining the necessity for, and the method of, travel, provided however, that once such necessity has been determined, reimbursement shall be governed by these rules. Language of this Policy and the Schedule of Reimbursement providing a specific time, distance, or amount shall be rigidly interpreted. Language such as "not more than," or "up to" a specified amount shall be interpreted as a rigid ceiling with departmental discretion below such ceiling.
- b. **Headquarters:** Headquarters shall be established for each officer and employee and shall be defined as the ASI corporate offices, or as the ASI BoD may define in special situations. Where the Student Union at CSUSB or similar definite place constitutes the officer's or employee's headquarters, no per diem expenses shall be allowed at any location within 25 miles of said headquarters as determined by the normal commute distance. In order to ensure equity in special cases, the ASI BoD may disregard this subsection and authorize individual claims.
- c. **Residence:** A primary dwelling shall be designated for each employee and officer. A primary dwelling shall be defined as the actual dwelling place of the ASI employee (regular) or the at-college residence of the part-time student employee or student volunteer employee (as distinct from the permanent address of officers or student employees.) No reimbursement for per diem or other subsistence expenses shall be allowed on the premises of an officer's or employee's residence.

- d. Travel expenses: Travel expenses include:
 - 1. Per Diem Expenses. Per diem expenses consist of the charges for meals and lodging and all charges for personal expenses incurred while on travel status.
 - 2. Business Expenses. Business expenses consist of the charges for business phone calls and telegrams, emergency clothing, equipment or supply purchases, and all other charge necessary to the completion of official business. Any emergency purchase shall be explained and if between \$10 and \$25, must be approved by the ASI Executive Director or ASI Controller, and if over \$25 must be approved by the ASI BoD.
 - 3. Scope and Eligibility. Travel is defined as expenses incurred while on official ASI business and related business. Travel funds are restricted to ASI officers and employees unless otherwise determined by the ASI BoD.
 - e. Executive Director: Executive Director where used in this policy shall mean the ASI CSUSB Executive Director.
 - f. Assistant Director: Assistant Director where used in this policy shall mean the ASI Assistant Director.
 - g. Officer: Officer shall refer to the elected and appointed officers and chairs of ASI, assistant chairs, committee members, and volunteers.
 - h. Employee: Employee shall refer to all ASI employees, both full-time and part-time, including student employees and volunteers.
 - i. ASI Board of Directors: ASI BoD shall mean the governing Board of Directors for the Associated Students Incorporated, California State University, San Bernardino. All votes of approval required by action of the ASI BoD shall mean a majority vote of those present at a duly constituted meeting, unless otherwise stated.
 - j. Schedule of reimbursement rates: Schedule of reimbursement rates, fees, charges, expenditures, etc. set by BoD. The Schedule is adopted by the ASI BoD by reference in adopting the Policies and Procedures and is attached hereto. The Schedule may be amended without amending the Policies and Procedures.
- 2. Length and distance of funded travel limits:
 - a. All travel funded by the ASI shall be limited to 4 consecutive days, with the exceptions being lobbying trips to Washington, D.C. and Sacramento, CA. All consecutive travel extended beyond 4 days shall require prior ASI BoD approval.

b. No travel outside the continental United States is allowed through ASI funds.

3. Policy on accommodations

a. ASI BoD policy requires the ASI ~~Controller~~ Vice President for Finance or Executive Director/Assistant Director to ascertain that separate room reservations are made when ASI officers or employees of the opposite sex are attending the same conference, meeting, etc.

b. ASI officers or employees are expected to seek good, moderately priced accommodations available to the general public and to encourage the groups to which they belong to keep conference, convention, and meeting costs to reasonable limits.

c. ASI officers and employees may share accommodations among themselves or with other representatives attending meetings, conferences, conventions, etc. as long as the gender policy of ASI is observed and careful itemization is kept on any charges (other than room cost), verified by receipt and ascertained to be business expenses.

4. Expense account forms: advance and claim

a. No advance payment for travel expenses may be made without authorization by use of an ASI Travel Advance Form. The completed form should show the date(s) of the trip, times of departure and return, purpose of the trip, names of other officers or employees going on the same trip, destination, closely estimated costs of conference fees, lodging, meals, incidentals as well as type of transportation to be used. For conference/convention travel: the conference announcement or schedule (indicating dates, location, meals, and other items provided by the conference fee) must be attached to the advance request, or a written explanation provided on why the outline is not attached.

b. The travel advance request and requests for advance payments of conference fees, travel, and lodging must be signed by the person requesting the travel funds, the supervisor of that budget area, and the ASI Executive Director. In the absence of the ASI Executive Director, the ASI Controller or another officer may sign. An ASI Officer may not be the enabling signature on his/her own travel request. The ASI Controller or another ASI Officer shall be the enabling signature on the ASI Executive Director's travel request. It is the responsibility of the ASI officer and ASI Executive Director to ascertain the necessity and reasonableness of incurring expenses for which reimbursement is claimed. Information presented during the annual ASI budget sessions indicating proposed uses of travel funds should be taken into account or direction sought from the BoD.

c. Advance payments of estimated expenses should comply with the Schedule. Actual advance payments by check may be made for conference fees (check to be made out to the host organization), travel (check to be made out to airline or travel agent), and hotels (first night's deposit check made out to the hotel) unless other arrangements are approved by the ASI Executive Director. If the designated hotel requires additional payment in advance, it

may be requested with documentation. If a traveler requests actual payments for travel, conference fees, and lodging, then the travel advance shall be figured on the remaining trip expenses, i.e., meals not provided in conference fee, daily incidental allowance, ground transportation, etc.

- d. ***Expense claims are to be submitted within 8 calendar days of the completion of the trip.*** No travel expense account shall be paid unless rendered upon a Travel Expense Claim, Standard State of California Form 262 or upon some other form approved by the ASI BoD. Each employee or officer making a claim for travel expenses must show the inclusive dates of each trip including times of departure and return. Time of departure and return, herein, means the time employee starts from or returns to the office or, when leaving on a trip or returning from a trip without going to the office, home. Each officer and employee must state the purpose or objective of each trip for which reimbursement is claimed and for each meal for which reimbursement is claimed. All expense statements shall include the address information requested in the heading of Form 262, itemization of each meal payment received, each night's lodging (if not paid in advance), conference fee (if not paid in advance), daily incidental allowance, ground transportation, etc. with daily totals given. The total of all expenses shall be given, less the amount advanced, and the total claim payment requested shown. Receipts: plane ticket voucher, hotel receipts, etc. shall be attached for any item which meets or exceeds the amount stated in the Schedule in order to comply with Internal Revenue Service regulations.
- e. In cases where receipts cannot be obtained or have been lost, a statement to that effect shall be made in the expense reimbursement claim, the reason given, and notation made on the attempts made to obtain original or duplicate receipts. In the absence of satisfactory explanation the amount involved shall not be allowed.
- f. Each claim for payment of travel expenses shall contain a certification as follows:

I hereby certify that the above is a true statement of expenses incurred by me in accordance with the applicable Travel Policy regulations in the service of the ASI CSUSB and that all items shown were for the official business of the ASI.
- g. The ASI Executive Director should not process travel advances or claims from any account where an advance has been paid and no claim filed without determining there is legitimate reason for the delay in filing the prior claim, ASI business requires the new advance be issued, and sufficient funds remain in the account to pay the estimated prior claim and the new advance.

5. Subsistence allowance

When officers or employees are on travel status as defined in this Policy, payment of a subsistence allowance is authorized for both in-state and out-of-state travel. The circumstances

of travel will determine the rate allowed. ~~The~~ ASI will authorize payment for lodging, meals, and incidental expenses as claimed by the employee in accordance with Section 4c. The ASI will be responsible for determining which of the following allowances is applicable:

a. In-state subsistence allowance:

Short-term allowance: a short-term allowance will be authorized when the circumstances and duration of travel are such that the traveler incurs expenses comparable to those arising from the use of good, moderately priced establishments, catering to the general public. The short-term allowance is intended for trips of such duration that weekly or monthly rates are not obtainable.

b. Out-of-state subsistence allowance: For out-of-state travel, ASI officers and employees will be reimbursed actual lodging expenses supported by a voucher. Meals will be reimbursed at the standard rate, the incidental allowance will apply. A claim for expense of out-of-state travel must be clearly designated as such on the face of the claim form.

c. Computation of allowances:

(1) In computing the allowance for travel, the following reimbursement will be allowed:

(a) For travel which is the least fractional part of a period of travel of more than 24 hours, the authorized allowance for meals or lodging will be paid.

If the travel extends past:

9 a.m., a breakfast may be claimed

2 p.m., a lunch may be claimed;

6 p.m., a dinner may be claimed;

if the travel extends overnight, lodging may be claimed.

The amounts authorized by the Schedule for such meals and lodging may be paid upon presentation of claim form with required receipts.

(b) For travel which is less than 24 hours in duration, but over 25 miles distance from headquarters, the allowance in the Schedule may be claimed: for breakfast if travel begins before 7 a.m. for dinner if travel extends past 6:00 P.M. for lodging if travel extends overnight. Expenses must be incurred more than 25 miles from the officer's or employees normal work location, except that an employee who travels by air may claim breakfast or dinner if the hours involved are before 7 a.m. or after 6 p.m. **Employees or officers who travel for less than 24 hours may not claim any lunch allowance.**

- (2) An additional incidental allowance may be claimed for each 24 hour period. The term "incidental allowance" includes, but is not limited to expenses for laundry, cleaning and pressing of clothes, and fees and tips for services such as for waiters and baggage handlers. It does not include cab fares, telegrams, telephone calls and the like. See Schedule.
- (3) Reimbursement for purchase of alcoholic beverages is not allowed. When alcoholic beverages are included in conference fees, every attempt shall be made to separate cost of such beverages from fee. Under no circumstance shall alcohol be included in subsistence or meal expenses. The ASI recognizes and follows all laws, rules, and regulations pertaining to the use and sale of alcohol and/or drugs in the State of California.
- (4) Normally, each individual will file a reimbursement claim for travel expenses. Section 8 describes an exception to this procedure.

6. Meal expenses

- a. Overtime meals. When an ASI employee is required to work overtime, he/she may receive an overtime meal allowance for actual expenses supported by a voucher not to exceed the maximums prescribed in the Schedule for lunches. To be eligible for this allowance, the officer or employee must be required to report to work at least two hours prior to or be required to remain at least two hours past the regularly scheduled work day.
- b. The ASI BoD may provide funds through budget line items for meal expenses for ASI officers and employees who must attend meetings or other functions involving a meal as representatives of ASI, with or without the conduct of ASI business. The use of such funds shall be outlined for the ASI Executive Director and the CSUSB Accounting Office and forms established for claiming reimbursement.
- c. Unless the ASI BoD directs otherwise there is no provision for reimbursing officers or employees for payment of meals for other non-ASI CSUSB persons out of travel funds.

7. Attendance at conventions, conferences, or business meetings

- a. All regulations governing short-term allowance and subsistence allowances will apply except that officers and employees may be reimbursed for actual subsistence expenses, supported by voucher, when the convention or conference is planned and arranged by another group if such expenses are beyond the control of the officers/employees and an ASI officer so certifies.
- b. Registration fees will be allowed except for conventions or conferences called by the ASI for the dissemination of information to its own employees. Amount permitted for registration fees without BoD approval is shown in Schedule.

- c. Exceptions to these rules may be approved in advance by the ASI BoD.
- d. For conference, convention, workshop, and business meetings requiring registration fees, such fees may be paid by check for the full amount issued in advance to the host organization.

8. Contracting for subsistence expenses

Agreements may be entered into with restaurants, hotels, and lodging houses for the furnishing of subsistence to groups of officers and employees when such method of handling is advantageous to the ASI. When such agreements are entered into, the vendor may receive payment either from the group leader or by billing the ASI on a regular itemized invoice.

- a. Group leaders who pay subsistence expenses for other ASI personnel may claim reimbursement by submitting a vendor's invoice and a list of names of the persons whose expenses were paid.
- b. Members of an ASI group who have some portion of their subsistence expenses paid by the group leader may claim reimbursement for the remainder of their actual and necessary subsistence expenses in accordance with Section 4c.

9. Receipts or vouchers

- a. Receipts or vouchers will be submitted for every item of expense except as follows:
 - (1) Railroad and bus fares, where the fares are available in published tariffs, and travel is wholly within the State of California. However, vouchers must be submitted in the case of cash purchases of airline travel, Pullman accommodations, or extra train fare, travel by any common carrier outside the state, except taxi or hotel bus fares.
 - (2) Subsistence allowances, except where specified.
 - (3) Streetcar, bus, rapid transit and ferry fares; bridge and road tolls.
 - (4) Long distance telephone or telegraph charges for ASI business (if date, place and party called are shown), to the amount shown in Schedule and above that amount if vouchers or other supporting evidence are provided.
 - (5) Taxi or hotel bus fares, when necessary, upon official business.
 - (6) All legal expenditures below amount shown in Schedule.

(7) Parking fees within limit shown in Schedule for any one continuous period of parking.

- b. In cases where receipts cannot be obtained or have been lost, a statement to that effect shall be made in the expense account, the reason given, and notation made on the attempts made to obtain original or duplicate receipts. In the absence of satisfactory explanation, the amount involved shall not be allowed.

10. Transportation expenses

- a. Transportation expenses consist of the charges for commercial carrier fares; private car mileage allowances; emergency repairs to rental cars; overnight and day parking of vehicles; bridge and road tolls; necessary bus, taxi, streetcar, rapid transit fares; and all other charges essential to the transport from and to the official headquarters.
- b. Reimbursement will be made only for the method of transportation which is in the best interest of the ASI, considering both direct expense as well as the officer's or employee's time. Provided the mode of transportation selected does not conflict with the needs of the ASI, the officer or employee may use a more expensive form of transportation and be reimbursed at the amount required for a less expensive mode of travel. Both modes of transportation will be shown on the travel claim with reference to this section.
- c. In any case in which reimbursement for expenses of transportation by private automobile is claimed, the license number of the automobile as well as the name of each officer/employee shall be stated. As such reimbursement is for the expense of use of the automobile regardless of the number of persons transported, no reimbursement for such transportation shall be allowed any passenger in any automobile operated by another such employee.
- d. Expenses arising from travel between home or garage and headquarters shall not be allowed. Where a trip is commenced or terminated at claimant's home, the distance traveled shall be computed from either the claimant's headquarters or home, whichever shall result in the lesser distance. Exceptions to the above are:
- (1) Where such expenses are incurred by call back for overtime work necessitating more than one trip to the work location on a normal work day or by reason of any call back on an employee's normal day off.
- (2) When the residence of an officer or member of the BoD is located 15 or more road miles one way from ASI headquarters, the ASI BoD may authorize payment of expenses incurred by an officer or BoD member in the use of a privately owned vehicle to attend ASI BoD or other specified meetings. Approving vote requires 3/4 vote of those BoD members present.

- (3) When travel to or from a common carrier commences or terminates before or after the regularly scheduled day or on a regularly scheduled day off, distance may be computed from the employee's residence.
- e. No reimbursement will be allowed for transportation expense when the officer or employee uses a privately owned motorcycle, motor driven cycle, or bicycle in the conduct of official ASI business.

11. Special transportation

- a. Where it is necessary to hire special conveyances, except automobiles, a full explanation, stating the facts constituting the necessity, shall accompany the expense claim.
- b. Commercial Automobile Rental:
 - (1) Reimbursement will be actual and necessary costs of such rental when substantiated by a voucher or receipt. Where it is necessary to pay extra charges or premium rental rates for air conditioning, convertible body style, expensive or other luxury items, a full explanation shall accompany the expense claim.
 - (2) Transportation expenses for rental cars are limited to actual cost of rental and the amount per mile shown in the Schedule. Additional rental car expenses allowed are as follows:
 - (a) Any and all insurance necessary to provide ASI with liability and medical expense coverage for the driver and passengers while officially traveling on behalf of ASI.
 - (b) Any and all insurance necessary to provide ASI with liability and loss protection against damage to a rental automobile while used by those officially traveling on behalf of the ASI.
 - (c) All other expenses required by rental agency and not included in rental price must be accompanied by voucher.

12. Transportation by aircraft

- a. SCHEDULED AIRLINE: Claims for transportation by scheduled airline shall be allowed at the lowest fare available in conformity with the regular published tariffs for scheduled airlines in effect on the date of origination of the flight. Claims for reimbursement of higher fare or extra charges for transportation by scheduled airline may be allowed if accompanied by a full explanation stating the facts constituting the official necessity.

- b. **PRIVATELY OWNED AIRCRAFT:** The ASI BoD does not permit travel on ASI business by privately owned or rented airplanes. Further, travel by CSU students is governed by CSU regulations and only approved common carriers listed by CSU memoranda may be used for student air transportation.
- c. **PAYMENT OF FARE:** Payment for transportation by aircraft may be made by (1) cash, (2) credit card, or (3) ticket order. In cases where payment is made by cash, the travel expense claim must be accompanied by the traveler's flight coupon if one was issued in accordance with Rule 8a(1). If no flight coupon was issued, a formal receipt must be submitted. If payment was by credit card or ticket order, this fact should be noted on the travel expense claim.
- d. **AIR TRAVEL INSURANCE:** The ASI may insure its employees and officers against injury or death arising from aircraft accidents incurred while flying on ASI business in any regularly scheduled passenger aircraft, subject to these conditions:
 - (1) Such insurance shall be provided only to those officers or employees who are required to fly to fulfill their duty or work requirements.
 - (2) The maximum limit of such insurance shall not exceed the amount shown in the Schedule in the case of death or dismemberment for each officer or employee.

13. Transportation by automobile

- a. Where claimant is authorized to operate a privately owned automobile, the rate of reimbursement per mile shall not exceed the amounts shown in the Schedule with and without certification. The claimant shall state the following certification on the claim as follows: "I certify that the actual cost of operating my vehicle is equal to or greater than the rate claimed." (See the Internal Revenue Service current requirements in Appendix to Schedule.)
- b. Where use of a privately owned automobile is authorized for travel to or from a common carrier terminal and the automobile is not parked at the terminal during the period of absence, a rate of reimbursement may be claimed (per rate shown in Schedule) only while the officer/employee is an occupant of the vehicle for the distance between the terminal and the employee's residence or headquarters, whichever is less, except if the officer/employee commences or terminates travel before or after the regularly scheduled work day or on a regularly scheduled day off, mileage may be computed from the employee's/officer's residence. Claims in excess of the regular amount shown in the Schedule must have the certification required in 12a.
- c. Mileage reimbursement requirements of the Internal Revenue Service are appended to the Schedule and should be observed by the ASI Executive Director in processing claims.

- d. Ferry, bridge, or road toll charges shall be allowed.
- e. Charges shall be allowed for necessary parking while on ASI business for:
 - (1) Day parking when on trips away from the headquarters office and residence.
 - (2) Overnight public parking when on trips away from the headquarters city and city of residence. Claim should not be made if expense-free overnight parking is available.
 - (3) Day parking adjacent to claimant's headquarters, provided that claimant had other reimbursable private car expenses for the same day.
- f. Expenses for gasoline or repairs shall not be allowed.
- g. The rates of reimbursement for mileage set out in the Schedule include the cost of maintaining liability insurance at the minimum amount prescribed by law and collision insurance sufficient to cover the reasonable value of the vehicle, less a standard deductible. When a privately owned vehicle operated by an employee is damaged by collision or receives other accidental damage, reasonable reimbursement for repair shall be allowed under the following conditions:
 - (1) The damage occurred while the vehicle was being used on official ASI business with the permission or authorization of the ASI BoD;
 - (2) The vehicle was damaged through no fault of the employee;
 - (3) 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;
 - (4) The amount of the loss claimed does not result from a decision of an employee not to maintain collision coverage;
 - (5) The claim is processed in accordance with prescribed procedures.
- h. Allowance of transportation expenses by privately owned automobiles incurred in travel outside the state is limited by these rules.
- i. **SPECIALIZED VEHICLES:** Officers or employees who must operate a motor vehicle on official ASI business and who, because of a physical disability, may operate only specially equipped or modified vehicles may claim the per mile rate shown in the Schedule for such vehicles with certification in accordance with Section 12a. The BoD, who approve such claims pursuant to this subsection, have the responsibility of determining the need for the use of such vehicle.

14. Railroad transportation

- a. No more than actual fare on any transportation service in accordance with the latest tariffs at the time the trip was made, shall be allowed. Special rates and round-trip fares shall be used whenever possible.
- b. Reimbursement for roomette Pullman accommodations may be purchased by (1) the individual, (2) credit card, or (3) ticket order. If purchased by credit card or by ticket order, this fact should be noted on the individual's expense claim.

15. Travel expenses of employment applicants who are called for interview

The ASI may reimburse a candidate, who is being interviewed for regular employment, for transportation and per diem expenses. The per diem reimbursement will be in accordance with Section 4 of this policy. The expenses for transportation will be paid in accordance with Section 9 of this policy. Payment of transportation and lodging is allowed only within the United States. If any applicant called for an interview has a physical handicap requiring a traveling companion, the companion may be reimbursed for travel and subsistence expenses under the same rules as the applicant.

16. Return of deceased employees:

When an officer or employee dies while traveling on official ASI business, reimbursement may be claimed for actual and reasonable expenses incurred in returning the remains to the place of burial, up to the amount necessary to return the remains to the official headquarters of the deceased. Claims for the reimbursement of expenses shall be submitted to the ASI Controller by the person responsible for payment of the funeral expenses. Each claim shall bear a certification from the ASI BoD that the deceased was traveling on official ASI business at the time of death. Actual costs of the following will be considered necessary travel expenses for which reimbursement will be made.

- a. In all cases, regardless of mode of transportation:
 - (1) Telephone or telegraph charges for shipment arrangements.
 - (2) Transportation of the remains to the funeral home preparing the remains for shipment, not in excess of the rate in the Schedule per mile one way.
- b. When a portion of the shipment is by common carrier:
 - (1) Transportation by common carrier to the receiving point nearest the official headquarters or place of burial, whichever is less.

- (2) Transportation not in excess of the rate in the Schedule per mile one way from a funeral home to a shipping station and from the receiving station determined by paragraph (1) above to the headquarters location or place of burial, as applicable.
 - (3) Outside transportation case and casket or rental metal transfer case not to exceed amount in Schedule.
- c. When shipment is made by funeral coach alone, transportation costs not to exceed rate in Schedule per mile one way, from the pickup point to the city in which the headquarters of the deceased was located, or to the place of burial, whichever is the shorter distance.

17. Travel allowances while on sick leave, vacation or compensatory time off (CTO):

- a. When an ASI employee is granted sick leave while away from the employee's headquarters for purposes of ASI business such employee may claim reimbursement for travel expenses in accordance with the allowances prescribed by these rules during such sick leave, provided the allowances for travel expenses shall not be authorized for a period exceeding three days. The time limitation prescribed by this section may be exceeded in unusual cases approved by the ASI BoD.
- b. When an ASI employee is authorized time off on vacation or CTO while away from the employee's headquarters, on ASI business, reimbursement for subsistence allowance during such vacation or CTO may not be claimed. The provisions of this section may be waived by the ASI for employees claiming other than short-term allowances who are authorized time off on CTO.

18. Effective time of travel policies

These regulations regarding ASI Travel Policies shall be in effect until such time as they are superseded by the ASI BoD. Amendments must be approved by a vote of 2/3 of the ASI BoD.

SCHEDULE OF REIMBURSEMENT RATES, RECEIPT AMOUNTS, ETC.
ASI TRAVEL POLICY AND PROCEDURES

Approved by the ASI Board of Directors
Per BD XX-12, Date: Xxxx XX, 2012

See Section:

- 4. Expense Account Forms: Advance and Claim:
 - c. Advance payment may not exceed 80% of estimated costs.
 - d. Receipts: required for all amounts \$25 or higher, in order to comply with Internal Revenue Service regulations.

- 5. Subsistence Allowance:

c(1)(a) In computing the allowance for travel, the following maximum reimbursement may be allowed: Up to \$50.00 for actual meal costs and \$5.00 for incidentals may be reimbursed for each complete 24-hour period. Maximum meal reimbursement amounts are authorized as follows:

Lodging	Actual cost with receipt (Also see receipt note for other items)
Breakfast	10.00
Lunch	15.00
Dinner	25.00

b(2). Incidental allowance per 24 hour period: \$5.00

- 6. Meal Expenses: See 5c(1)(a) Receipts are not necessary for meal and incidental reimbursements. However, the expense needs to be incurred in order for the traveler to be reimbursed.
- 8. Attendance at conventions, conferences, or business meetings:
 - b. Registration fees payable before BoD review: \$300.00
- 9. Receipts or Vouchers:
 - a(4) Long Distance telephone calls: over \$2.50 requires supporting evidence.
 - a(6) Legal business expenditures: \$1.00 or less.
 - a(7) Parking fees below \$5.00 for any one period.

- 11. Special Transportation

b(2)Commercial automobile Rental: Reimbursement for rental car gasoline shall follow State/CSU, San Bernardino policy and will change in conjunction with State/CSU, San Bernardino policy.

13. Reimbursement for travel by automobile shall follow ~~State/CSU, San Bernardino~~ Internal Revenue Service policy and will change in conjunction with ~~State/CSU, San Bernardino~~ Internal Revenue Service policy.
 - d. Expenses for gasoline or routine repairs shall not be allowed.

16. Return of deceased officer/employee
 - a(2) Transportation of the remains to the funeral home preparing the remains for shipment, not in excess of \$1.00 per mile one way .

 - b(2) Transportation not in excess of 50 cents per mile one way from a funeral home to the headquarters location or place of burial within California.

 - b(3) Outside transportation case and casket or rental metal transfer case not to exceed \$100.00 plus taxes .

 - c. When shipment is made by funeral coach alone, transportation costs not to exceed 50 cents per mile one way, from the pickup point to the official headquarters or to the place of burial within California.

Revision 1: Per BD 39-11, May 31, 2011, changes the ASI Assistant Director title to ASI Assistant Director.