

CSUSB FOUNDATION

Building a Culture of Philanthropy

Date: November 5, 2018
Last Reviewed: N/A
Adopted: December 6, 2018

TRAVEL POLICY

Purpose: The CSUSB Philanthropic Foundation Travel policy establishes guidelines and procedures that identify appropriate travel and business travel expenses incurred to carry out necessary, authorized business on behalf of CSUSB or the CSUSB Philanthropic Foundation. CSUSB Philanthropic Foundation pays, or reimburses, travel related expenses that are ordinary, reasonable, not extravagant, and necessary to conduct official University or Foundation business within the limitations set forth below. All expense reimbursements and business travel arrangements must comply with the CSUSB Philanthropic Travel Policy as well as prudent accounting practices. Exceptions to this policy must be approved by the CSUSB Philanthropic Foundation Executive Director.

Scope: This policy applies to all individuals who are using CSUSB Philanthropic funds for official business travel related expenses and reimbursements.

The CSUSB Philanthropic Foundation complies with the California State University Travel Policy.

Reimbursement of travel expenses incurred while conducting CSUSB Philanthropic Foundation/University business shall be comparable to the reimbursement rates normally provided by the California State University. Exceptions to the California State University Policy and Procedures Governing Travel and Expense Reimbursement require prior written approval of the Executive Director for the CSUSB Philanthropic Foundation.

Individuals shall be entitled to a cash advance of 80% of per diem rates upon prior approval of travel request form.

REFERENCES:

CSU Travel Policy: <https://csyou.calstate.edu/Policies/icsuam/Pages/3601-01.aspx>

ICSUAM Guide, §11.6: <http://www.calstate.edu/icsuam/documents/section13000.pdf>