



Travel Procedures

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2018 Changes

- ❖ Mileage rate for business travel occurring on or after 1/1/18 is 54.5 cents per mile.
- ❖ Mileage driven for moving purposes on or after 1/1/18 will be reimbursed at 18.0 cents per mile.
- ❖ Relocation expenses are taxable.
- ❖ **CSU Travel Restrictions – Assembly Bill (AB) 1887**
 - Alabama, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Dakota, Tennessee and Texas are states subject to California’s ban on state-funded and sponsored travel.
 - Oklahoma was added effective 6/22/18.
 - Travelers and approvers are required to verify the current list on the California State Attorney General’s website before planning out of state travel.
<https://oag.ca.gov/ab1887>
 - No Stateside or sponsored travel funds may be used for travel to the banned states unless certain criteria are met. Refer to the campus-wide memo “Updated CSU Travel Restrictions Update (AB 1887)” mailed 6/12/18.



2018 Changes (cont'd)

Airbnb, Uber, Lyft

Per California Assembly Bill AB2777, these lodging and transportation companies may now be used by state employees. The bill is valid through 1/1/2022.

❖ Airbnb:

- ❖ Authorized for individual travel. Retreats/group stays need to be submitted to Tim Ridley/Risk Management before making reservations.
- ❖ Before reserving accommodations, please evaluate the property and location. Examples are:
 - ❖ Using Google Maps or similar tool, locate the property address.
 - ❖ Verify the property matches the photos on the Airbnb site and/or
 - ❖ The neighborhood is in the desired location.



Travel Policy Highlights

The CSU Travel Policy applies to all travel which will be paid by CSUB for employees, students, visiting scholars, candidates, and others. Any funds used for a travel reimbursement must be:

- ✓ Appropriately used and properly authorized.
- ✓ For a documented business purpose,
- ✓ Substantiated by original itemized receipts,
- ✓ Correctly processed for payment, and
- ✓ Compliant with all applicable regulations and agreements.
- ✓ Grant terms, if restrictive, takes precedence over travel policy.



Travel Policy Highlights – cont'd

- ❖ Claims must be submitted no more than 60 days after the end of travel.
- ❖ CSUB will only pay or reimburse for travel-related expenditures that are ordinary, reasonable, not extravagant and necessary to conduct official University business.
- ❖ All expenses must be approved by an authorized administrator, an individual given that authority by the delegation of authority process.
- ❖ Travelers should keep in mind that these are public funds, and travelers are representing CSUB.
- ❖ Some travel reimbursements may be taxable to the traveler; i.e., one day travel and relocation.
- ❖ Maximum tip allowed is 20%.
- ❖ Group travel/retreats have more requirements than individual travel. Contact Payment Services for details.



Before and During Travel

Approval to Travel: All reimbursable travel must be approved prior to departure by the appropriate administrator. Pre-approval may be documented in one of three ways:

- *By an approved Travel Authorization Request Form (TARF), or
- *An approved Charge Request form, or
- *An approved Travel Advance.

If your lodging is over \$275 per day (pre-tax), also required is:

- *A Lodging Justification Form (departments under the Provost) or
- *A Travel Authorization Request Form (all others).

Making reservations: Travelers are expected to use CSUB preferred vendors and CSUB negotiated terms and conditions whenever possible.

<http://www.csub.edu/bas/fiscal/travel/forms/hotelcars.html>

While traveling: Employees are expected to behave in an ethical and responsible manner and minimize any risk to themselves and to the University.



How do you pay for CSU travel?

Charge Requests: This is the preferred method to reserve rental cars, airfare and local lodging; expenses are billed directly to the University.

http://www.csub.edu/forms/sta_fac/cat/trv/forms.html

Government Personal Liability Cards (US Bank Travel Credit Card): CSUB employees may apply for a Government personal liability card if they will be traveling on a regular basis (currently 2+ times per year). The card will identify the employee as a Government employee, but all payments must be made directly to US Bank by the statement due date, regardless of the status of any travel claim reimbursements. (Applications are on the Travel forms page.)

Personal credit cards or cash: A personal credit card or cash may be used.

Conferences/training may be paid via ProCard. No travel expenses are to be charged to a ProCard unless specifically pre-approved by the Director of Procurement in writing.

Advances: Available only on a limited basis for hardship circumstances. See the next page for details.



Travel Advances

- ❖ Hotel advances may only be obtained on a limited basis by employees under hardship circumstances. The requirements are:
 - 1) Submission of a description of the hardship circumstances and
 - 2) Dean/MPP approval and
 - 3) Cabinet Member approval.
- ❖ Advances won't be issued for meals except for international travel.
- ❖ Campus is expected to use the Charge Request forms to pay for airfare, car rentals, or local hotel stays using our preferred vendors.
- ❖ Travel advances must be issued **30 days or more** before the trip. If expenses were incurred less than 30 days prior to trip, the traveler must wait to submit a travel claim to be reimbursed.
- ❖ A traveler may have no more than one outstanding advance at a time.
- ❖ If a trip is cancelled, postponed, or employment ceases, the advance must be returned immediately.
- ❖ Per CSU policy, the related travel claim should be submitted **no later than 60 days after the end of travel**. Failure to do so may affect your ability to receive future advances, trigger collection proceedings, and have the advance reported as income and taxed.



Transportation Procedures

Traveling by Private Automobile....

Mileage costs for a private vehicle will ordinarily be reimbursed based on miles from the traveler's work location to the destination. Mileage rate for reimbursement is \$0.545 cents per mile as of Jan. 1, 2018.

Miles driven for relocation purposes will be reimbursed at \$0.18 per mile.

Mileage is calculated from Point A to Point B on a site such as Google Maps. Be sure to click on the car  to calculate the correct driving mileage. You may take a different route, but this is the mileage that will be reimbursed.

For travel without an overnight stay (local conference, training, etc.), reimbursement will be made for mileage costs from the work location or home, whichever is less.

Mileage reimbursement rates are adjusted annually by the Chancellor's Office.

Travelers are responsible for maintaining appropriate liability insurance if using a private vehicle.



Meals, Parking and Incidentals

- ❖ The \$7 per day incidentals expense includes tips and fees for baggage porters, housekeeping, water, etc., that are customary during travel. We do not pay per diem, so incidentals should be claimed as **reimbursement of expenses paid**.
- ❖ Water is not reimbursable unless it's purchased as part of a meal, and is the only drink purchased. (One drink per meal is allowed.) All other water is included in the reimbursement of up to \$7 per day for “incidentals”.
- ❖ Snacks are not reimbursable.
- ❖ Maximum tip allowed is 20%.
- ❖ If a conference/training provides meals, no reimbursements will be made for the same meals. (An agenda is required for all conferences and training claims.)
- ❖ Reimbursement of most 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. Meals are an exception; see page 12 of this policy.
- ❖ **Parking: Only self-parking will be reimbursed** unless a valid reason for valet parking is provided on the claim.
 - * If claiming valet parking, it is the traveler's responsibility to detail the business reason in the remarks/details area of the claim ***before submittal***.
 - * In signing the expense report, the approving administrator is signifying approval of the reason valet parking was used.



Receipt Requirements

- ❖ Receipts are required for expenses of \$25.00 or more. Travelers should make an effort to obtain detailed receipts; most vendors will provide one if you ask. Tape smaller receipts on 8 ½ x 11 inch paper.
- ❖ If a receipt is not available, a Lost Receipt Form must be submitted. **Lost Receipt Forms may not be completed on a routine basis, and overuse may revoke the privilege of providing a Lost Receipt Form in lieu of a receipt.** https://www.csub.edu/forms/sta_fac/cat/trv/forms.html
- ❖ If a meal of \$25.00 or more is included on a hotel bill, a detailed receipt of the meal should be submitted. If it isn't available:
 - 1) A Lost Receipt Form must be submitted,
 - 2) And on the hotel bill, the traveler should write next to the charge "no alcohol" or "alcohol total \$##.##" (enter amount spent on alcohol, plus the associated tax & tip) and initial.

NOTE: Most hotels will email you a detailed meal receipt if you ask them, even after you return from the trip. It is the traveler's responsibility to provide receipts for expenses \$25 and over.

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.

Maximum lodging rate is \$275.00 per day, pre-tax. If your lodging is over \$275 per day, also required is either:

- *A Lodging Justification Form (departments under the Provost) or
- *A Travel Authorization Request Form (all others).

Whenever possible, University employees should request occupancy tax waivers and /or the government rate.

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std236.pdf>

All hotel receipts/folios should show a zero dollar balance with the last four digits of the credit card number used.



Meal Reimbursements

Less than 12 hours:

- ❖ **Breakfast** – Reimbursable if travel begins 2+ hours before regular work hours (reportable as income).
- ❖ **Lunch** -- Not reimbursable.
- ❖ **Dinner** -- Reimbursable if travel ends 2+ hours after regular work hours (reportable as income).

Less than 24 hours with overnight stay:

- ❖ **Breakfast** – Reimbursable (2nd day only)
- ❖ **Lunch** – Reimbursable (if travel ends after lunch)
- ❖ **Dinner** – Reimbursable (if travel ends after regular work hours)

More than 24 hours:

- ❖ **Departure day:** Breakfast is reimbursable if travel begins 2+ hours before regular work hours, and must be purchased out of town.
- ❖ **Last day of travel:** Dinner is reimbursable if purchased 2+ hours after regular work ends, and must be purchased out of town.
- ❖ ***No meals purchased in Bakersfield are reimbursable as part of a travel claim.***



Personal Travel

Travelers are expected to travel to their business destination no earlier than the day before the conference/business begins and travel back to Bakersfield no later than the day after it ends. Travelers may alter travel for personal convenience *only if there is no additional cost to the University or loss of productivity*. **Proof of the cost difference is required for both directions of the trip.** Include an airfare quote for each direction, showing what the cost would have been if you hadn't added any additional time. Examples:

"Fare if I had returned right after the conference was over."

AIR - Saturday May 19 2018						
United Airlines Flight UA5631 Economy Class						
Check In With SKYWEST DBA UNITED EXPRESS						
	6:00 AM, Saturday, May 19	Arrive				
	Meadows Field Airport	7:13 AM, Saturday, May 19				
	Bakersfield, California, USA	San Francisco Intl. Arpt.				
		Terminal 3				
		San Francisco, California, USA				
AIR - Thursday May 24 2018						
United Airlines Flight UA5613 Economy Class						
Check In With SKYWEST DBA UNITED EXPRESS						
	12:40 PM, Thursday, May 24	Arrive				
	San Francisco Intl. Arpt.	1:53 PM, Thursday, May 24				
	Terminal 3	Meadows Field Airport				
	San Francisco, California, USA	Bakersfield, California, USA				
			Fare	Tax	Total	
			373.12	72.11	445.23	

"This is the airfare I purchased, returning 2 days later. It is the same price."

AIR - Saturday May 19 2018						
United Airlines Flight UA5631 Economy Class						
Check In With SKYWEST DBA UNITED EXPRESS						
	6:00 AM, Saturday, May 19	Arrive				
	Meadows Field Airport	7:13 AM, Saturday, May 19				
	Bakersfield, California, USA	San Francisco Intl. Arpt.				
		Terminal 3				
		San Francisco, California, USA				
AIR - Saturday May 26 2018						
United Airlines Flight UA5613 Economy Class						
Check In With SKYWEST DBA UNITED EXPRESS						
	12:40 PM, Saturday, May 26	Arrive				
	San Francisco Intl. Arpt.	1:53 PM, Saturday, May 26				
	Terminal 3	Meadows Field Airport				
	San Francisco, California, USA	Bakersfield, California, USA				
			Fare	Tax	Total	
			373.12	72.11	445.23	



Types of Travel

When traveling for more than 24 hours, travel related expenses are categorized by type:

- Travel within the contiguous 48 U.S. States.
- Travel to Hawaii, Alaska, or U.S. possessions.
- International Travel – Must be approved by the campus President and Provost on all travel forms.
- International Travel Insurance – Contact Risk Management for information (661) 654-2066.



Lodging, Meals and Incidentals

Continental U.S. Travel

	Less than 30 days with an overnight stay	30 days or More	In Excess of One Year
Lodging	Actual lodging costs; detailed receipt required. Folio must show zero balance and last 4 digits of the credit card number. Maximum rate for all lodging is \$275 per night, excluding taxes. If the cost is higher, approved Lodging Justification Form or Travel Authorization Request Form is required.	Federal Per diem rates based on location. No receipts required.	Per diem (up to 150% of 30 day per diem for tax gross-up) No receipts req'd
Meals	Reimburse actual meal expenses up to \$55/day. Original receipts required for any meals \$25.00 and over.	Federal Per diem rates based on location. No receipts required	Same as above.
Incidentals	Maximum of \$7 per 24 hours; reimbursement of actual expenses paid. No receipts required.	Federal Per diem rates based on location. No receipts required	Same as above.

Lodging, Meals and Incidentals

Alaska, Hawaii and U.S. Possessions

	Less than 30 days with an overnight stay	30 days or More	In Excess of One Year
Lodging	Reimburse actual lodging expense, up to the location maximum per DOD site www.defensetravel.dod.mil/site/perdiemCalc.cfm . Detailed receipt required. Folio must show zero balance and show the last 4 digits of the credit card used to pay.	Per diem determined by Auth. Approver, up to 100% of Federal Per Diem for the location. No receipts req'd.	Per diem (up to 150% of 30 day per diem for tax gross-up) No receipts req'd.
Meals	Federal Per diem for specific location; no receipts required.	Same as above.	Same as above.
Incidentals	Federal Per diem for specific location; no receipts required.	Same as above	Same as above.

Lodging, Meals and Incidentals

International Travel

	Less than 30 days with an overnight stay	30 days or More	In Excess of One Year
Lodging	Federal per diem for specific location; no receipts required. www.defensetravel.dod.mil/site/perdiemCalc.cfm	Per diem determined by authorized approver, up to 100% of Federal per diem rate for the location. No receipts req'd.	Federal per diem date (up to 150% of 30 day per diem for tax gross-up). No receipts req'd.
Meals	Federal per diem for specific location; no receipts required.	Same as above.	Same as above.
Incidentals	Federal per diem for specific location; no receipts required.	Same as above	Same as above.

International Travel

- Contact Risk Management to ensure that the correct insurance is in place before you leave.
- Travelers to foreign destinations will receive a fixed amount per diem for lodging, meals and incidentals based on the location; these rates are published monthly by the U.S. Department of State and can be found here: www.defensetravel.dod.mil/site/perdiemCalc.cfm.
- It is the traveler's/department's responsibility to verify if the country/countries being visited are High Hazard or War Risk countries. https://www.calstate.edu/risk_management/rm/documents/CSURMA_HighHazardList.pdf
 - High Hazard: Pre-approval by the Campus President is required. (This authority can only be delegated when the President is not on campus.)
 - War Risk: Same approval(s) required as High Hazard, plus the Chancellor's Office (CSURMA).



Special Situations

Special Traveler Situations:

CSUB will reimburse travel expenses under certain conditions for the following:

- ❖ Faculty members on sabbatical leave
- ❖ School site teacher candidate supervisors
- ❖ Visiting academic appointees
- ❖ Students performing business for CSUB or participating in educational related activities (i.e., supporting research, attending conferences, presenting papers, etc.)



Special Situations

Non-University Travelers:

CSUB will reimburse travel expenses for the following travelers, given a bona fide business purpose and on the condition that all regulations are followed:

- ❖ Prospective employees
- ❖ Independent contractors and consultants
- ❖ Foreign visiting scholars
- ❖ Spouse/registered domestic partners
- ❖ Witnesses for Litigation Matters

As usual, review of the Travel Procedures prior to making arrangements is strongly recommended.



Insurance Procedures

Insurance Coverage and Requirements:

- ❖ Employees are routinely covered 24 hours a day against accidental death or dismemberment while on official CSUB business.
- ❖ International travel, contact Risk Mgmt. x 2066.
- ❖ Employees regularly using a private vehicle on University business must maintain adequate insurance coverage.
- ❖ Rental vehicles should be obtained from agencies with which the University has contracts which include insurance coverage. We currently have contracts with Enterprise and Certified.



Reimbursements Procedures

- ❖ Complete an official travel expense claim within 30 days of the end of a trip.
- ❖ Note the purpose of the trip on the claim. Include any information that will help the processing of the claim, including any payments CSUB has already made on your behalf (conference registration paid on a ProCard, airfare, car rental, etc.)
- ❖ Indicate the start and end times of the trip and any personal travel that is included.
- ❖ List each expenditure by date and location.
- ❖ Total all expenditures and provide appropriate chartfield information (fund, department, account, project, program, and class.)
- ❖ Attach original receipts for expenses of \$25 or more (see per diem rules for International, Hawaii, Alaska or U.S. possessions travel). If a receipt is lost or not available, a Lost Receipt Form should be submitted. Lost Receipt Forms may not be completed on a routine basis, and overuse may revoke the privilege of providing a Lost Receipt Form in lieu of a receipt.
- ❖ Attach the related approved Travel Authorization Request Form, Charge Request, or Travel Advance paperwork.
- ❖ Deduct any travel advances received; they should not be included in the “Net Reimbursement” amount.
- ❖ Sign the claim as verification that the expenses were incurred on behalf of CSUB.



Reimbursements Procedures (continued)

Authorized Administrator's Responsibilities:

Prior to signing the travel claim, an authorized administrator must:

- ❖ Confirm pre-authorization is attached: copy of the Charge Request for airfare or car rental, or original Travel Authorization Request Form (TARF).
- ❖ Verify that the dates and purpose of travel noted are accurate.
- ❖ Confirm that all expenses claimed are reasonable, appropriate, and supported by required receipts.

Once signed by the administrator, the travel claim and all appropriate documentation should be forwarded to Payment Services, ADM35.

Incomplete paperwork will be returned to the requestor.



Reimbursements Procedures (continued)

Payment Services (Travel) will:

- ❖ Review the submitted claim to ensure proper authorization and approval by an administrator,
- ❖ Ensure that all receipts (or Lost Receipt Forms, if applicable) are included,
- ❖ Verify that pre-paid expenses or advances are deducted, in order to close out any outstanding advances,
- ❖ That the chartfield to be charged is included, and
- ❖ That the appropriate signature for the chartfield is included.
- ❖ If the travel claim is complete, reimbursement will be processed in the next check run (within 10 business days).
- ❖ If any information is missing, the claim will be returned to the department. The 10-day processing window will not begin until the claim is complete and received in our office.

Coming Soon – Concur Travel System

A new, integrated online travel system will be going rolled out in small groups of departments, beginning in Aug/Sept 2018. Highlights include:

- ❖ No more lost paperwork, since everything will be done online, including approvals.
- ❖ Travelers can assign other employees to act as their “proxy” – to request travel, make reservations, and compile their travel claim online. **Note: only the traveler themselves can submit the final claim for approval/payment.**
- ❖ Travel requests will be done in Concur, and once they’re approved, the traveler can click on a “book” button that will allow them to make airline, car rental and hotel reservations with our travel partners. (You may also make the reservations on the phone, which is recommended for trips with multiple destinations or special requirements.)
- ❖ After travel is completed, the traveler (or their proxy) can click on the “expense” link in their request and the system will auto-fill much of the information into their travel claim. Once users learn the new system, getting requests and reimbursement claims fully approved will be faster than the current system.
- ❖ Attach receipts right in the system.
- ❖ You can see where your request or expense transaction is in the approval process, real time.

Here's a sample travel request in Concur. You will enter estimated expenses and submit for approval.

Request

Request/Trip Name:
Additional Trip Information:

Request Header Segments Expenses Approval Flow Audit Trail

Request/Trip Name	Trip Type	How will you book your trip?	Business Travel Start Date	Business Travel End Date
Lappin test request	2-Out-of-State	1 - Request for Concur Travel	09/27/2017	09/29/2017
Traveler Type	Trip Purpose	If Faculty, is classroom covered?		
1-Faculty	Professional Development/Conference	Yes		
Does this trip include personal travel?	Personal Dates of Travel	Destination City/State	Final Destination Country	Is this trip reimbursable by Office?
No		Cleveland, Ohio	UNITED STATES	No
Additional Trip Information	Approval Comments			
Business Unit	Fund	Department	Program	Class
BKCOMP	(BK002) CF-Operating Fund	(D93007) ITS-Roadmap		

Once your travel request is fully approved, you can book your airline, car rental, etc. by choosing “book with Concur Travel” from within the request.

The screenshot shows a web interface for a travel request. At the top, it says "Request 33DD". Below that, it says "Request/Trip Name: Lappin test request" and "Additional Trip Information:". There are five tabs: "Request Header", "Segments", "Expense Summary", "Approval Flow", and "Audit Trail". The "Segments" tab is active, and a green button labeled "Book with Concur Travel" is highlighted. Below this, there is an "Air Ticket" section with a plane icon. It shows "Round Trip" selected and "Amount: \$500.00". The "Outbound" section has "From: Meadows Field (Airport - BFL), Bakersfield, California", "To: Hopkins Intl (Airport - CLE), Cleveland, Ohio", and "Date: Wednesday, September 27, 2017". The "Return" section has "Date: Friday, September 29, 2017". There are "Comment:" fields for both sections.

Once you’ve completed travel, you go back into your request and choose “create expense report”.

The screenshot shows a horizontal bar with four buttons: "Create Expense Report", "Attachments", "Print / Email", and "Cancel Request". The "Create Expense Report" button is highlighted in green.

The expense claim looks very similar to the request.

We are currently participating in the development and testing of the system with 6 other CSU campuses. The “go live” date is TBD.

CSU Travel Policy & Procedures:

<https://ds.calstate.edu/?svc=csyou.calstate.edu&re=%2fPolicies%2ficsuam%2fFinalPDF%2fSection+3000+PDF%2fCSUTravelProcedures.pdf>

Questions? Contact:

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