

CALIFORNIA STATE UNIVERSITY, STANISLAUS AUXILIARY AND BUSINESS SERVICES

TRAVEL POLICY

I. SCOPE

The California State University, Stanislaus Auxiliary and Business Services (ABS) Travel Policy is established to provide reimbursement of necessary out-of-pocket expenses incurred by CSUS ABS and University employees while traveling on official ABS and/or University business. Each supervisor is charged with the responsibility of determining the necessity for and the method of travel, provided that once the necessity has been determined, reimbursement shall be governed by this policy. The language of this policy, 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 ABS discretion below such ceiling. The ABS Treasurer or designee is authorized to issue interpretations and take such other action as may be necessary or appropriate to implement the provisions of this policy.

II. DEFINITIONS

Within the parameters of this policy, the following definitions will apply:

A. Headquarters

The place where an employee spends the largest portion of regular work days or working time, or the place to which the employee returns upon completion of special assignments is considered that employee's headquarters.

B. Residence

A residence shall be defined as the actual dwelling place of an employee and shall be determined without regard to any other legal or mailing address. However, if an employee is temporarily required to dwell away from his/her primary dwelling place due to official travel away from headquarters, and said dwelling is either inhabited by the employee's dependents or is maintained by the employee at a net monthly expense in excess of \$200.00, such dwelling place may be considered the employee's residence.

1. No reimbursement for per diem or other subsistence expenses shall be allowed while on the premises of an employee's residence.
2. An employee shall have only one residence at which travel expenses are prohibited. In any case, where an employee maintains more than one dwelling, the ABS Treasurer or designee shall designate the one location bearing the most logical relationship to the employee's headquarters.

C. Travel Expense

The following are included as travel expenses:

1. Per Diem Expenses

Per diem expenses consist of charges and attendant expenses for meals and lodging and all applicable charges for personal expenses incurred while on official business 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 charges necessary for the completion of official business. Any emergency purchase shall be explained, and if over \$25.00, must be approved by the ABS Treasurer or designee.

D. Treasurer

Treasurer, where used in this policy, shall mean the Treasurer of the ABS Board of Trustees or designee.

E. President

President, where used in this policy, shall mean the University President or designee.

F. Chancellor's Office

Chancellor's Office, where used in this policy, shall mean the Chancellor or designee.

III. Expense Account Form

- A. No travel expense account shall be paid unless rendered upon a CSUS ABS Travel Expense Claim. All expense accounts shall be properly itemized, accompanied by the necessary vouchers and approved by the duly authorized ABS or University officer. It is the responsibility of the officer approving the claim to ascertain the necessity and reasonableness of the expenses for which reimbursement is claimed.
- B. Each employee, when making a claim for travel expenses, must show the inclusive dates of each trip for which allowances are claimed and the times of departure and return. Times of departure and return, as used herein, means the time an employee leaves or returns to the office or, when leaving on a trip or returning from a trip without going to the office.
- C. Each employee must state the purpose or objective of each trip for which reimbursement is claimed. Each employee must show headquarters address and primary dwelling address on the Travel Expense Claim.
- D. Each claimant shall certify that the travel expenses presented for reimbursement are in accordance with the applicable Board of Trustees procedures and were incurred while in the service of the California State University, Stanislaus ABS and/or the California State University, Stanislaus and that all items shown were for the official business of the ABS and/ or the University.

IV. Travel Advances

Employees may receive a travel advance no sooner than 30 days before a travel expense is to be incurred. If travel is postponed indefinitely or canceled, the advance must be returned immediately, but not later than 30 calendar days from the date of the advance. If an employee does not return the advance check or submit repayment within 30 days from the date of advance check, that amount will be deducted from his/her next State or ABS payroll warrant.

The Travel Expense Claim must be submitted to substantiate travel expenses within a reasonable period of time not to exceed 60 days. If the advance exceeds the substantiated expenses, the employee must submit a check or money order with the Travel Expense Claim to return the excess advance no later than 120 days after the expense is paid or incurred. If an employee does not substantiate and return any excess advances, if applicable, that amount will be deducted from the next State or ABS payroll warrant.

V. Subsistence Allowance

When 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.

A. In-State Subsistence Allowance

For travel within the State of California, ABS/University employees will be reimbursed actual lodging expenses, provided that the charge is supported by a receipt and the cost is neither excessive nor unreasonable. Meals will be reimbursed based on the rates in Section V(C1); the incidental allowance Section V(C2) will apply.

B. Out-of-State Subsistence Allowance

For out-of-State travel, ABS/University employees will be reimbursed actual lodging expenses, supported by a voucher. Meals will be reimbursed based on the rates in Section V(C1); the incidental allowance Section V(C2) will apply.

1. Out-of-Country Subsistence Allowance

When employees are authorized to travel outside the United States and maintain a permanent U. S. residence occupied by the employees' dependents or maintained at a net monthly expense exceeding \$200, reimbursement of subsistence expenses may exceed established rates only upon prior approval of the specific rates by the Chancellor's office.

2. A claim for expense of ABS travel must be submitted on a separate expense account form.

C. Computation of Allowances

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

a. Within each 24-hour period:

	<u>Statewide or Out-of-State</u>
Lodging	Actual Cost (with receipt)
Meals & Incidental	<u>46.00</u>
TOTAL	\$46.00 Plus

Itemized claims for reimbursement up to the above amount may be paid. Any expense of \$25.00 or more must be substantiated by a receipt.

b. For travel which is the last fractional part of a period of more than 24 hours, the authorized allowance for meals or lodging will be paid. If the travel extends past 9:00 a.m., breakfast may be claimed; if the travel extends past 2:00 p.m., lunch may be claimed; if the travel extends past 6:00 p.m., dinner may be claimed; and if the travel extends overnight, lodging may be claimed. The following reimbursement amounts are authorized:

	<u>Statewide or Out-of-State</u>
Lodging	Actual Cost(with receipt)
Breakfast	\$9.0
Lunch	0
Dinner	<u>16.50</u>
	<u>12.0</u>
TOTAL	\$46.00 Plus
Lodging	0

- c. For travel which is less than 24 hours in duration, the allowance in Section V(CI) will be allowed: for breakfast if the travel begins before 7:00 a.m., for dinner if the travel extends past 6:00 p.m., for lodging if the travel extends overnight. Expenses must be incurred more than 25 miles from the employee's normal work location, except that an employee who travels by air may claim breakfast or dinner if the hours involved are before 7:00 a.m. or after 6:00 p.m. Employees who travel for less than 24 hours may not claim any lunch allowance. Any meal reimbursements claimed for travel of less than 24 hours will appear on employee's paycheck the following month as taxable income and will be taxed at the rate of 41.65% (includes federal and state income tax, Social Security and Medicare).
2. An additional \$5.00 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 expenses such as cab fares, telegrams and telephone calls.
3. In computing the allowance for travel, reimbursement of actual expenses up to the Federal per diem rate will be allowed.
4. Business-Related Meals.
When it is necessary for employees to conduct official University business during a meal, they may be reimbursed for actual meal expenses substantiated by a voucher as follows: Up to \$46.00 for meals may be reimbursed for each complete 24-hour period. Itemized claims for reimbursement up to this amount may be paid. Any single meal expense of \$25.00 or more must be substantiated by a receipt.

In order to claim reimbursement for a business-related meal, the circumstances surrounding the meal must be beyond the control of the employee and it must be impractical to complete the business during normal working hours. Employees may not claim reimbursement for a business-related meal if they are also claiming subsistence reimbursement.

Claims for meal expenses where business is incidental to the meal or where attendance is primarily for public or community relations are specifically prohibited.

VI. Attendance at Conventions, Conferences, or Business Meetings

- A. All procedures governing short-term travel and subsistence allowances will apply except that employees may be reimbursed for actual subsistence expenses, supported by voucher, when the convention or conference is planned and arranged by an outside agency, if such expenses are beyond the employee's control and the campus travel officer so certifies.
- B. Registration fees will be allowed except for conventions or conferences called by a campus for the dissemination of information to its own employees. Registration fees exceeding \$500.00 must be approved by the President.

VII. Receipts or Vouchers

- A. Receipts or vouchers shall be submitted for every expense item with the exception of:
 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 airplane travel, Pullman accommodations, or extra fare train, travel by any common carrier outside the State except taxi or hotel bus fares.
 2. Subsistence allowances, except when specified.

3. Streetcar, bus, rapid transit and ferry fares, and bridge and road tolls.
 4. Long distance telephone or telegraph charges, (if date, place, and party called are shown), unless the telephone call is in excess of \$5.00 in which case vouchers or other supporting evidence shall be provided.
 5. Taxi or hotel bus fares, when necessary on official business.
 6. All legal expenditures of \$1.00 or less.
 7. Parking fees of \$10.00 or less for anyone 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 and the reason given. In the absence of satisfactory explanation the amount involved shall not be allowed.

VIII. Transportation Expenses

- A. Transportation expenses consist of the charges for commercial carrier fares; private car mileage allowances; emergency repairs to state cars; overnight and day parking of privately owned cars; bridge and road tolls; necessary taxi, bus, streetcar, and 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 University or ABS, considering both direct expense as well as the employee's time. Provided the mode of transportation selected does not conflict with the needs of the campus, the 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 employee transported on the trip 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 employee's headquarters or home, whichever shall result in the lesser distance.
- E. No reimbursement will be allowed for transportation expense when the employee uses a privately owned motorcycle or motor-driven cycle in the conduct of official ABS/University business.

IX. 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 for actual and necessary costs of such rental when substantiated by a voucher, including insurance. Where it is necessary to pay extra charges or

premium rental rates for air conditioning, convertible body style, or other luxury items, a full explanation shall accompany the expense claim.

- C. Where a privately owned bicycle is used in the conduct of official ABS/University business, the employee will be allowed to claim four cents per mile.

X. Transportation by Aircraft

Y. 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. Administrative charges assessed by airlines for itinerary or schedule changes are reimbursable, if the changes were made in response to business needs.

B. 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 VII(A). If payment was made by credit card or by ticket order, this fact should be noted in the travel expense claim.

XI. Transportation by Automobile

- A. Where use of a privately owned automobile for official ABS/University business is authorized by the appropriate supervisor, the employee shall have completed a Defensive Driving course and have on file Form 261, Authorization To Use Privately Owned Vehicles On State Business. Employees may claim the allowable IRS mileage rate of 34.5 cents per mile without certification or 36 cents per mile with certification as follows:

"I certify that the actual cost of operating my vehicle is equal to or greater than the rate claimed."

- B. Reimbursement for mileage over the allowable IRS mileage rate per mile will be subject to Federal and State taxes, per IRS Regulations.
- C. Ferry, bridge or toll road charges shall be allowed.
- D. Charges shall be allowed for necessary parking while on ABS/University 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.
- E. Expenses for gasoline or routine repairs shall not be allowed.
- F. The rates of reimbursement for mileage set out in this section 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 ABS/ University business with the permission or authorization of the employing campus;
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; or
5. The claim is processed in accordance with prescribed procedures.

XII. 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 rates shall be used whenever possible.
- B. Reimbursement for roomette Pullman accommodations will be allowed. Where it is necessary to use Pullman accommodations more expensive than a roomette, a full explanation stating the facts constituting the official necessity shall accompany the expense account together with a receipted voucher.
- C. Unused portions of railroad and sleeping car tickets are subject to refunds and all steps necessary to secure refunds on such tickets shall be taken.
- D. Meals incurred while on overnight train travel will be reimbursed in accordance with Section V(B).
- E. Tickets for rail transportation or 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.

XIII. Allowances for Extension Program

Payment for necessary actual subsistence expense of a teaching extension faculty member is allowed where the class location is more than 40 miles from both the employee's normal workplace and the employee's residence. An individual teaching an extension course may be provided, or reimbursed for, transportation required for such teaching.

An extension teacher, who is not a full-time employee, will compute private car mileage from the actual point of departure to where the extension course is taught and to the point of return, whether normal workplace or home.

XIV. Travel Expenses for Executive Candidates and Spouses.

Reimbursement will be allowed for travel expenses of executive candidates (as defined in Title 5, Section 42700 (n)) and their spouses, who are called for executive employment interviews with ABS.

- A. Written approval by the Executive Search Advisory Committee or designee is required.
- B. Reimbursement of actual transportation expenses will be allowed in an amount not to exceed ground transportation to and from the nearest airport and round-trip air coach fare each, plus applicable tax, between the place from which the executive candidate and spouse are called and the place where the interview is held. Reimbursement for actual costs of lodging and meals, not to exceed five (5) days, will also be allowed for the executive candidate and his/her spouse. Payment of transportation and lodging is allowed only within the United States, unless reimbursement of international travel expenses is authorized by the University President. The University President may authorize payment of other expenses as deemed appropriate.

XV. Travel Expenses of Applicants Who Are Called for Interview.

ABS may reimburse a candidate for transportation and subsistence expenses who is being interviewed for a position other than those candidates and spouses covered under section XIV. The subsistence reimbursement will be in accordance with V(CI) of these Internal Procedures. The transportation expenses will be in accordance with Section VIII of these Internal Procedures. Payment of transportation and lodging is allowed only within the United States, unless reimbursement of international travel expenses is authorized by the University President.