DATE: 11/17/2014

TO: Campus Business Partners, Administrative Council, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Susan Johnson, Director of Accounts Payable & Travel

Accounts Payable would like to inform you of updates to the University Travel Policy and Procedures. These updates reflect the changes to the CSU systemwide Travel policy procedures that will be effective December 1, 2014. The Campus Travel Procedures on the AP website will be updated soon.

The following is a summary of the significant changes to the policy:

Section II – Scope
• These procedures are neither intended to nor shall be interpreted in any manner that would diminish the rights of employees under a settlement agreement.

Section III – Payment of Travel
• In accordance with the IRS Publication 463, revised the recovery procedures for cash advances and pre-paid expenses were revised as follows:
  o Changed the timeframe after a trip is completed from 60 days to just 30 days for Accounting Offices to initiate proceedings for recovery of outstanding cash advances.
  o Regardless of the amount, IRS regulations require the University to consider unsubstantiated expenses and unreturned unused travel cash advances (within 120 days of the end of a trip) as income to the employee; and therefore prohibits recovery of travel advances by payroll deductions.

Section IV – Transportation Expenses
• Per the CSU Office of General Counsel (OGC), re-ordered vehicle type to indicate preferred order of use: 1. Campus Vehicles, 2. Rental Cars, 3. Private Vehicles.
• Personal credit cards are now a recognized form of payment for rental car contracts with Enterprise and National.
• Mileage between the traveler’s residence and normal work location (commuting expenses) shall not be allowed. Commute expenses are under Human Resources authority and are not travel expenses.

Contact Information:
If you have any questions or concerns about this notice, please contact Susan Johnson, Director of Accounts Payable & Travel, Accounts Payable, at sjohns@csus.edu or aba-fin-ap@csus.edu, at extension 8-6476.