Reviewing the Changes in the New Travel Policy and Procedures

California State University, Sacramento
Effective April 1, 2011
Will you be traveling to conduct business on behalf of California State University, Sacramento, including attending conferences, participating in meetings, performing research?

Will you be authorizing travel for someone else and approving reimbursement for travel expenses? Or preparing claims or processing payment?

For any of these conditions, it is your responsibility to become familiar with what is expected of you regarding official University travel.

This presentation has been created to introduce and highlight basic points of the NEW Sacramento State Travel Policy and Procedures.
The newly revised and updated Sacramento State Travel Policy and Procedures is effective for all official travel occurring April 1, 2011.

Existing rates and requirements will be in effect for travel conducted before April 1st.
Financial Services at Sacramento State maintains and updates both the Travel Policy and the Travel Procedures & Regulations based on the CSU policy and procedures.

The most current detailed versions of each document are online at the Updated Sac State Travel Website

http://www.csus.edu/aba/accounts-payable/Travel/index.html

Specific details that cannot be covered in this presentation are included in the procedures along with examples and formulas in appendices.
Travel related expenses:

- Travel expenses directly related to official University business are reimbursable.

- Reimbursable allowances vary by type of travel and length of stay. The allowances are noted in the Travel Procedures and will be updated as needed.

- Travelers may alter travel for personal convenience if there is no additional cost to the University or loss of productivity.
Approvals:

- All expenses must be approved by an authorized approver, an individual given that authority by the delegation of authority process as noted in CFS.

- Exceptions to the policy or procedures must be approved by the President or the Traveler’s Vice President. *If the policy and procedures are prudently followed – exception requests should be minimal.*

- The Accounts Payable and Travel Office (SQU311, ext.8-6476, Zip 6004, ABA-FIN-ap-travel) will review documents for compliance with the policy and procedures.
Most of Sac State’s reimbursable travel occurs in the lower 48 contiguous U.S. states.

The procedures covering Payment of Travel, Transportation, Insurance Requirements and Miscellaneous Expenses for the Lower 48 are generally applicable to all types of travel and lengths of stay.

Subsistence expense (lodging, meals and incidentals) allowances and documentation requirements will vary by type and location of travel. Travel Procedures Appendix C
Meals – General Information:

Meals are reimbursed for travel that includes an overnight stay. Daily allowances differ for various locations & lengths of stay.

Per meal reimbursement levels are not defined.

Travelers are expected to expend funds in a non-extravagant manner with total meal expenses for the day capped at a daily allowance amount.

Meals for groups can be paid by one individual. Attendees cannot separately claim such meals.

Because meal reimbursements generate frequent questions from travelers, the following slide provides some additional specificity for travel under 24 hours.
More on meals for trips of less than 24 hours in the Continental U.S.

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>With an overnight stay</td>
<td>Reimbursable</td>
<td>Reimbursable</td>
<td>Reimbursable</td>
</tr>
<tr>
<td>Less than 12 hours</td>
<td>Reimbursed if travel begins 2 hrs before regular work hours. Amount is reportable as income.</td>
<td>Not reimbursable unless there is a specific business purpose.</td>
<td>Reimbursed if travel ends 2 hrs after regular work hours.Amount is reportable as income.</td>
</tr>
<tr>
<td>Hospitality meals under E.O. 761</td>
<td>Reimbursable</td>
<td>Reimbursable</td>
<td>Reimbursable</td>
</tr>
</tbody>
</table>
Lodging – general information:

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.

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

As with all other expenses, lodging costs are expected to be reasonable and not extravagant.

Costs for non-commercial facilities (campsites, trailers, etc.) have specific reimbursement limits.

If staying with a friend or relative, one non-cash gift to the host per stay may be submitted for reimbursement. Submit receipts for gifts of $25 or more.
## Continental U.S. Travel: Daily Reimbursement Allowances and Documentation Requirements

<table>
<thead>
<tr>
<th></th>
<th>Less than 30 days with an overnight stay</th>
<th>30 days or More</th>
<th>In Excess of One Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lodging</strong></td>
<td>Actual Lodging costs; detailed receipt required.</td>
<td>Per diem determined by Auth. Approver, up to 100% of Federal Per Diem for the location. No receipts required.</td>
<td>Per diem (up to 150% of 30 day per diem for tax gross-up) No receipts required.</td>
</tr>
<tr>
<td><strong>Meals</strong></td>
<td>Actual meal expenses up to $55 / day. Per meal reimbursement levels are not defined. Receipts required for expenses of $25 or more.</td>
<td>Same as above.</td>
<td>Same as above.</td>
</tr>
<tr>
<td><strong>Incidentals</strong></td>
<td>$7 per 24 hours; no receipts required.</td>
<td>Same as above</td>
<td>Same as above</td>
</tr>
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</table>
How do you get reimbursed for travel expenses?

Each party in the travel reimbursement process has specific responsibilities. The following slides cover the required actions of:

✓ **The Traveler**

✓ **The Authorized Approver**

✓ **The Accounts Payable and Travel Office**
Traveler’s Responsibilities:

• Complete an official travel expense claim within 30 days of the end of a trip.
• Note the purpose of the trip on the claim.
• 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 Department ID.
• Attach all receipts for any expense of $25 or more (if not a per diem item) or a written explanation of why the receipt is not available. Note the PO number on the claim which indicates pre-approval of the travel.
• Sign the claim as verification that the expenses were incurred.
• If CO reimbursing, check box and attach CO approval documentation.
Travel Policy

Authorized Approvers’s Responsibilities:

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

• Confirm the PO # is included indicating pre-approval
• Verify that the dates and purpose of travel noted are accurate
• Confirm that all expenses claimed are reasonable, appropriate and supported by required receipts
• Check the calculation totals and department coding
• Obtain the Vice President’s approval for any exceptions

Once signed by the approver, the travel claim, with all appropriate documentation is then forwarded to the Accounts Payable and Travel Office, zip 6004.
Processing a reimbursement…

The Accounts Payable and Travel Office will:

✓ Review the submitted claim to ensure proper authorization,
✓ Ensure that required receipts are included (or the written explanation of why a receipt is missing), and
✓ Verify pre-paid expenses or advances are deducted and close any outstanding advances.

If all is in order, reimbursement will be processed and the amounts recorded in the accounting records.

If additional information is needed, the claim will be returned to the authorized approver.
Important Documents can be accessed at the:

**Sac State Travel Website**
http://www.csus.edu/aba/accounts-payable/Travel/index.html

**University Travel Policy**
**Travel Procedures and Regulations**
**Travel Expense Claim (TEC) Form & Instructions**
**Resources (e.g. Car Rental Info, Exchange Rates)**
QUESTIONS regarding the Policy or Procedures?

Contact Accounts Payable & Travel Office via email at ABA-FIN-ap-travel@saclink.csus.edu or call 278-6476

Susan Johnson, Accounts Payable & Travel Office Manager, sjohns@csus.edu