

Travel Advance Policy & Procedures

This section is designed to assist you in the travel advance requests policy and the procedures.

It is intended to provide the latest information and regulations applicable to the bulk of Sacramento State travel circumstances and will be supplemented as changes in State and CSU System wide travel regulations occur.

For questions, comments or suggestions regarding the content of the travel advance policy and procedures please send an email to: Sac Travel at sactravel@csus.edu or call the Accounts Payable Department at 278-6476.

General Travel Policy

All travel shall be authorized in accordance with the following principles:

1. Travel is usually warranted when personal contact by a faculty or staff member is the most economical method of conducting official University business.
2. Attendance at conferences and meetings is limited to persons immediately concerned with the topics to be discussed or the business to be transacted.
3. The most economical method of transportation must be selected in terms of direct expense to the University and the individual's time away from the job. 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 (State rates for airfare and hotel rates) for a less expensive form of transportation. First class travel is not permitted.

Travel Advance Policy and Procedures

For In-State or Out-of-State travel, all travel requests and advances are generated on a travel requisition and sourced into a travel purchase order. Travel requests should be created and approved 30 days prior to the departure date regardless of the funding source. If there is no expense to the University, the traveler must fill out an unfunded travel request form for approval of travel.

This form is located on the Accounts Payable website under forms: <http://www.csus.edu/aba/forms.htm>. The form is kept on file in the traveler's department. Every traveler should have their own travel requisition on CMS before they start their travel. Please do not put a group of people together on one travel order. Please make sure the requisition is approved and sourced into a travel purchase order. If the requisition is not approved, it will not be sourced into a travel purchase order.

A travel advance should be requested prior to your travel date. Advances made payable to the vendor for conference fees should be requested no more than 30 days prior to your date of travel, or unless it is required to pay the conference fees earlier than 30 days. Advances made payable to the vendor is paid at 100%. Advances made payable to the traveler is made ***one*** week prior to the traveler's date of travel. All advances made payable to the traveler is only 90% of the total cost of the trip. All advances must be substantiated by a travel expense claim (including required receipts) within 30 days of the return date. Any amount advanced in excess of actual expenses is to be paid back to the University within 30 days of completing the trip. Any money outstanding longer than 30 days is considered income to the traveler and will be reported to the IRS (Internal Revenue Service) as so. **Failure to comply with this policy will result in collection activity and/or payroll deduction.**

Use of Other Travel Funds

If the traveler has funds from another source (Lottery, other trust funds), the department will split the request as follows: One travel request line will be charged to one fund and the second request line will be charged to the other fund. If an advance is needed, the traveler's department needs to decide which chartstring will be charged for the entire advance. The advance cannot be split between chartstrings.