

California State University, Sacramento

PROCEDURES FOR TRAVEL POLICY

ADM – 0147

California State University, Sacramento (Sacramento State) follows the Systemwide CSU Travel Procedures at: <http://www.calstate.edu/icsuam/documents/Section3000.pdf>

See Section 3601.01 Travel Policy.

Additionally, Sacramento State follows the procedures below which are specific to our University:

- Travelers must follow their division and/or department policy pertaining to travel which may be more restrictive than the Systemwide CSU Travel Procedures
- Travelers must submit an approved travel requisition prior to travel
- Cash Advances are in accordance with the Sacramento State procedures to “Get a Travel Advance” <http://csus.edu/aba/accounts-payable/get-a-travel-advance.html>
- When driving on university business, vehicles shall be used in accordance with the Sacramento State procedures for “Driving on University Business” <http://csus.edu/aba/Risk-Management/driving-on-university-business.html>

Assembly Bill 1887 approved by the Governor Jerry Brown on September 27, 2016, added Section 11139.8 to the Government Code relating to discrimination.

The complete list of affected states is maintained on the California State Attorney General’s website <https://oag.ca.gov/ab1887>

Exceptions to the travel prohibitions may be granted for the following purposes:

1. Enforcement of California law, including auditing and revenue collection
2. Litigation
3. To meet contractual obligations incurred before January 1, 2017 and/or June 27, 2017, as appropriate
4. To comply with requests by the federal government to appear before committees
5. To participate in meetings or training required by a grant or required to maintain grant funding
6. To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not subject to the travel prohibition
7. For the protection of public health, welfare, or safety, as determined by the CSU or other state agencies

Travelers are required to document any exceptions on their travel authorization and/or travel expense documentation. The travel policy will be updated to reflect these new state additions.

FAQ TRAVEL RESTRICTIONS – AB1887

Please find below a list of questions that the Chancellor's Office (CO) has received as a result of the implementation of this policy. CO staff will continue to update this document as further questions surface.

It is recommended that each campus have procedures in place to ensure the requirements of AB1887 are adhered to and that any travel completed under the exceptions are approved and documented.

1. What is Assembly Bill 1887 (AB1887)?

AB1887 is a California law that restricts state agencies from requiring its employees to travel to any state that has enacted a law that discriminates on the basis of sexual orientation, gender identity, or gender expression. For a complete text of the bill, please visit the California Legislation information website,

http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB1887

2. When do the AB1887 CSU Travel restrictions go into effect?

AB1887 CSU travel restrictions are effective January 1, 2017.

3. Who does AB1887 apply to?

AB1887 applies to all CSU employees, officers, or members, as well as non-employee travelers, including students.

4. How does AB1887 affect CSU Travel?

As a result of this new law, the CSU is restricted from requiring employees to travel to certain states. Additionally, the CSU is prohibited from approving state-funded or state-sponsored travel (including auxiliary organization funds which have limited flexibility on a case-by-case basis to be determined by the campus) to those states. The state to be traveled to is the deciding factor for the ability to travel, not the funding source for the travel, unless one of the documented exceptions is met (see FAQ #7).

5. How do I find the states that are on the list?

The complete list of affected states will be maintained on the California State Attorney General's website, <https://oag.ca.gov/ab1887>.

6. Can I refuse to travel to the states on the California State Attorney General's website?

Yes, the CSU cannot require an employee, officer, or member to travel to the affected state, unless the travel meets one of the exceptions.

7. What are the exceptions to AB1887 travel prohibitions?

Exceptions to AB1887 (<https://oag.ca.gov/ab1887>) travel prohibitions are as follows:

1. Enforcement of California law, including auditing and revenue collection.
2. Litigation.
3. To meet contractual obligations incurred before January 1, 2017.
4. To comply with requests by the federal government to appear before committees.
5. To participate in meetings or training required by a grant or required to maintain grant funding.

6. To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not affected.
7. For the protection of public health, welfare, or safety, as determined by the CSU or other state agencies. Any travel completed using the above exceptions to prohibited travel per the AB, must contain documented approval of the exception.

8. What if I booked my travel prior to January 1, how am I to handle trips to states listed on the Attorney General's website?

If travel arrangements were made and/or paid for to an effected state prior to the law's effective date, then the university will reimburse for all travel expenses incurred before and after the law's effective date. The same logic will apply as states are added to the website.

Campuses should have a procedure in place to check the Attorney General's website prior to making any travel reservations.

9. Can I invite prospective employee, speakers, or consultants from states on the Attorney Generals list?

Yes. AB1887 applies to the states that one is traveling to, not the states that one is traveling from. The CSU can reimburse for travel expenses of someone traveling from a state on the Attorney General's website.



XAVIER BECERRA

Attorney General

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PROHIBITION ON STATE-FUNDED AND STATE-SPONSORED TRAVEL TO STATES WITH DISCRIMINATORY LAWS (ASSEMBLY BILL NO. 1887)

Prohibition on State-Funded and State-Sponsored Travel to States with Discriminatory Laws (Assembly Bill No. 1887)

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In [AB 1887](#), the California Legislature determined that "California must take action to avoid supporting or financing discrimination against lesbian, gay, bisexual, and transgender people." (Gov. Code, § 11139.8, subd. (a)(5).) To that end, AB 1887 prohibits a

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state agency, department, board, or commission from requiring any state employees, officers, or members to travel to a state that, after June 26, 2015, has enacted a law that (1) has the effect of voiding or repealing existing state or local protections against discrimination on the basis of sexual orientation, gender identity, or gender expression; (2) authorizes or requires discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression; or (3) creates an exemption to antidiscrimination laws in order to permit discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression. (Gov. Code, § 11139.8, subds. (b)(1), (2).) In addition, the law prohibits California from approving a request for state-funded or state-sponsored travel to such a state. (Gov. Code, § 11139.8, subd. (b)(2).)

The travel prohibition applies to state agencies, departments, boards, authorities, and commissions, including an agency, department, board, authority, or commission of the University of California, the Board of Regents of the University of California, and the California State University. (Gov. Code, § 11139.8, subd. (b).)

The law also requires the Attorney General to develop, maintain, and post on his Internet Web site a current list of states that are subject to the travel ban. (Gov. Code, § 11139.8, subd. (e).)

States Subject to AB 1887's Travel Prohibition

The following states are currently subject to California's ban on

[\(FAQs\)](#)

[AB 1887, pdf](#)

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[AB 1887, State-Funded Travel Restrictions](#)

[AB 953, Racial and Identity Profiling Act of 2015](#)

state-funded and state-sponsored travel:

1. Alabama
2. Kansas
3. Kentucky
4. Mississippi
5. North Carolina
6. Oklahoma
7. South Dakota
8. Tennessee
9. Texas
10. South Carolina

Exceptions

The Legislature created exceptions in AB 1887 that allow travel to banned states in certain circumstances. (Gov. Code, § 11139.8, subd. (c).) These exceptions only apply if travel to a subject state is "required." (*Ibid.*)

Specifically, AB 1887 does not apply to state travel that is required for any of the following purposes:

1. Enforcement of California law, including auditing and revenue collection.
2. Litigation.
3. To meet contractual obligations incurred before January 1, 2017.
4. To comply with requests by the federal government to appear before committees.
5. To participate in meetings or training required by a grant or

required to maintain grant funding.

6. To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not subject to the travel prohibition.
7. For the protection of public health, welfare, or safety, as determined by the affected agency, department, board, authority, or commission, or by the affected legislative office.

(Gov. Code, § 11139.8, subd. (c).)



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CALIFORNIA STATE UNIVERSITY, SACRAMENTO

UNIVERSITY POLICY MANUAL

Policy Title: Travel Policy

Policy Administrator: Vice President for Administration/CFO

Authority: ICSUAM 3601.01; Policy Mandates; Executive Order 37 Authorization and Appointment of State College Presidents to Approve Sabbatical Leaves; Executive Order 181 Provisions for Extension and Summer Sessions Independent Study Programs Involving Foreign Travel; Executive Order 688 Delegation of Authority–Approval of Travel Requests; Executive Order 1069 California State University Risk Management Policy; Executive Order 731 Designation of Chief Financial Officer; Executive Order 760 Procurement Cards; ICSUAM 1301.00 Hospitality, Payment or Reimbursement of Expenses; Executive Order 842 Competitive Bid of Goods & Services; Executive Order 1000 Delegation of Fiscal Authority and Responsibility; Executive Order 1041 CSU Student Travel Policy

Effective Date: December 11, 2015

Updated: March 18, 2011, November 19, 2015 **Cross-**

References: ADM-0111 Hospitality Expenses **Policy**

Number: ADM - 0147

TRAVEL POLICY

Policy Statement:

This policy articulates the California State University, Sacramento requirements related to official University business travel to assure funds allocated towards travel are appropriately used, properly authorized, supported by a documented business purpose, substantiated by applicable receipts, correctly processed for payment, and in compliance with all applicable regulations. The University pays or reimburses for travel related expenses that are ordinary, reasonable, not extravagant, and necessary to conduct official University business. All expense reimbursements and business travel arrangements must comply with University policies and procedures, prudent accounting practices, and applicable collective bargaining agreements.

The University assumes no financial responsibility for expenditures incurred by individuals who fail to adhere to policy.

Who the Policy applies to:

This policy applies to all University employees, students, and others traveling on official University business and where the University will be paying for the travel. The terms set forth in an extramural funding agreement govern only when such terms are more limiting than the University's travel regulations. University Divisions and Departments, if desired, may adopt more restrictive documentation, review, and approval policies than what is presented in this policy.

Why the Policy is necessary:

Strong internal controls for travel approvals and travel reimbursements are necessary to prevent the misappropriation of University funds and to ensure the campus adheres to CSU and other applicable regulations.

Responsibilities:

It is the responsibility of individuals who spend funds related to official University business travel and for each administrator/approving authority who approves use of funds related to official business travel to be aware of and follow this policy and related procedures in effect at the time of travel.

It is expected that individuals traveling on University business will take all steps to minimize risk to themselves and the University. This includes utilizing safe transportation and lodging options and acquiring appropriate insurance coverage.

Travelers are expected to utilize California State University (CSU) preferred vendors and CSU negotiated terms and conditions whenever possible. Use of additional waivers and discounts available to governmental employees is strongly encouraged. Travel expenses not directly related to official University business are not reimbursable.

The approving authority is the University employee who has been granted authority, by way of the University delegation of authority process, to approve the use of funds. A University designated travel reimbursement office will review and audit documents for compliance with policy. Reimbursement limits and documentation requirements for various destinations and lengths of stay are provided in the CSU Travel Procedures. Exceptions for expenditures that are typically non-reimbursable, and arise because of special or unusual circumstances, must be authorized or approved and documented by the appropriate approving authority.

Travelers may be held accountable for their conduct under any applicable University or campus policies, procedures, collective bargaining agreements, and/or applicable provisions of the California Education Code. Where the provisions of this policy are in conflict with the collective bargaining agreements pursuant to HEERA, the collective bargaining agreements shall take precedence.

Exceptions to this policy must be in writing, documented, and approved by the University President or designee.

Procedures:

[Travel Procedures and Regulations](#)

Approved by:

Robert S. Nelsen

December 11, 2015

CSU

ICSUAM
Section 3000
General Accounting

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3102.06 | RETURNED ITEMS

Policy Effective Date: 4/1/2011

Last Revision Date: 5/6/2011

POLICY OBJECTIVE

It is the policy of the CSU that all returned items be processed and resolved in a controlled and timely manner. Each campus must prepare written procedures to implement this policy.

POLICY STATEMENT

Cash Equivalents (Money Orders, Travelers Checks, Cashier Checks and Certified Checks) and Checks:

- Physical security and accountability for returned cash equivalents and checks must be maintained during the processing of the returned item.
- A non-cashiering unit is to provide processing of returned cash equivalents and checks.
- Cash equivalents and checks that are deemed to be uncollectible are to be returned by the depository bank to the designated non-cashiering unit.
- A returned cash equivalent or check must be redeemed by guaranteed funds. For the purpose of this policy, guaranteed funds are any form of payment where a surety guarantees performance on the obligation.
- The person maintaining the inventory of returned cash equivalents and checks must not handle the cash received to redeem the returned items.

ACH (Automated Clearing House/ E-Checks):

- ACH returned to the campus must be controlled during the processing of the returned item.
- A non-cashiering unit is to provide processing of returned ACH items.
- ACH transactions that are deemed to be uncollectible are to be returned by the depository bank to the designated non-cashiering unit.
- The person approving the request to write-off uncollectible ACH debits must not maintain the inventory of returned ACH debits.
- A returned ACH debit must be redeemed by guaranteed funds.
- Campuses shall establish controls to prevent and detect alterations to electronic ACH data.

Credit/Debit Card Charge-backs:

- Credit/Debit card charge-backs are to be returned by the Merchant Card processor to the designated non-cashiering unit.
- Cashiers must not be involved in the returned Credit/Debit Card chargeback, although they can be involved in defending the chargeback.
- A returned Credit/Debit Card chargeback must be redeemed by guaranteed funds.
- The personnel processing returned Credit/Debit Card charge-backs must not handle the cash received to redeem returned Credit/Debit Card charge-backs.
- The person who approves the request for write-off of uncollectible Credit/Debit Card charge-backs must not maintain the inventory of returned Credit/Debit Card charge-backs.

Counterfeit Currency:

- Counterfeit currency returned by the bank are recorded as a cash shortage and referred to campus university police department.

Executive Vice-Chancellor/Chief Financial Officer

3102.08 | RECORDING DEPOSITS TO THE GENERAL LEDGER

Policy Effective Date: 9/10/2014

Last Revision Date: 9/10/2014

POLICY OBJECTIVE

It is the policy of the CSU that all deposits be verified and recorded into the general ledger promptly and accurately. Each campus must prepare written procedures to implement this policy.

POLICY STATEMENT

Recordings to the General ledger and/or Receivable accounts must occur within an appropriate amount of time as determined by campus procedure but should be made within the same accounting period as the transaction. All journal entries must be reviewed and approved by authorized employees in the Accounting Office. The campus must implement segregation of duties sufficient to ensure that internal control is not compromised. If record keeping duties cannot be segregated from cash handling, authorizing and reconciling duties, then compensating controls must be implemented.

All unidentified deposits will be posted to a specific "Uncleared Collections" account. This account must be reconciled on a timetable consistent with Accounting's reconciliation policy. The Accounting Office is responsible for researching and resolving items posted to the Uncleared Collections account in a timely manner.

Executive Vice-Chancellor/Chief Financial Officer

3102.09 | BANK RECONCILIATIONS

Policy Effective Date: 9/10/2014

Last Revision Date: 9/10/2014

POLICY OBJECTIVE

It is the policy of the CSU that all bank and centralized CSU Bank statements be regularly reconciled to campus books. Each campus must prepare written procedures to implement this policy.

POLICY STATEMENT

Campus bank accounts are reconciled at least monthly. Reconciliations must be in sufficient detail to determine components of outstanding reconciling items.

Reconciling items are cleared monthly when practical. Exceptions to monthly clearing must include justification and be reviewed and approved by a supervisor.

The campus must implement segregation of duties sufficient to ensure that internal control is not compromised. If reconciling duties cannot be segregated from cash handling, record keeping and authorizing duties, then compensating controls must be implemented.

Reconciliation records must be retained per campus fiscal records retention policy.

Executive Vice-Chancellor/Chief Financial Officer

3103.01 | DISBURSEMENTS – GENERAL DISBURSEMENTS

Policy Effective Date: 9/10/2014

Last Revision Date: 9/10/2014

POLICY OBJECTIVE

It is the policy of the California State University (CSU) that funds disbursed in settlement of official university commitments and activities are properly authorized, supported by a documented business purpose, substantiated by applicable receipts, correctly processed for payment, and in compliance with all applicable regulations. Campuses must prepare written procedures that implement this policy.

POLICY STATEMENT

The term disbursement covers the payment process for advances, prepayments, purchases, services, reimbursements, refunds, and other expenditures to vendors, employees, and students.

The campus President is delegated authority and responsibility for effective oversight of all state funds held by the campus and all funds held in a fiduciary capacity.

The campus President may delegate to the Chief Financial Officer (CFO) responsibility for implementing this policy. The campus CFO may delegate in writing to additional staff members, in part or in whole and with appropriate limitations, authority to disburse or expense from campus authorized funds.

The campus CFO must:

- Establish procedures that prescribe the manner and extent in which funds are disbursed, and the documentation requirements for disbursement.
- Establish appropriate separation of duties so that no one person can disburse funds unilaterally.
- Ensure that all business expenses are in accordance with appropriate federal, state, CSU, or campus policy and, when applicable, conditions specified by external sources.
- Outline the treatment of and specify who may authorize all exceptions to the policy.
- Ensure written approval is in place for any delegation of authority.
- Comply with all applicable tax regulations.

100 Financial Aid

The campus shall offer students the option of receiving their financial aid disbursement via direct deposit into an account at a depository institution of the student's choosing.

Executive Vice-Chancellor/Chief Financial Officer

3103.02 | OUTGOING DISBURSEMENTS

Policy Effective Date: 11/1/2018

Last Revision Date: 11/1/2018

POLICY OBJECTIVE

It is the policy of the CSU to use safe, efficient, and cost effective methods for the timely disbursement of university funds. Campuses must prepare written procedures that implement this policy.

POLICY STATEMENT

The primary and preferred methods of payment by the CSU is through electronic means such as Automated Clearing House ("ACH"), procurement card, or by electronic wire transfer. Payments greater than or equal to \$50,000 require second level review and approval. Campuses may require second level reviews on batches for smaller amounts as they deem necessary. Campus procedures must indicate what job level/title satisfies the review requirement. Regardless of the method of disbursement, effective internal controls, including separation of duties, must be documented and implemented. Campuses must comply with CSU Procurement Policies, as outlined in ICSUAM section 5000, for all disbursement types.

Campuses must disbursement funds so as to avoid penalties and interest charges but no earlier than is necessary. Payments should be scheduled so as to maximize available payment discounts and cash flow.

Automated Clearing House (ACH) Transactions

Direct deposit, including CSU employee reimbursements and vendor remittances, is the electronic transfer of funds via ACH into a bank account at a United States financial institution.

- ACH payment procedures must include multiple safeguard parameters such as multi-level passwords and task separation, and provide for real-time monitoring of critical events such as service disruptions due to technical failure or natural disaster.
- ACH payments must be processed in accordance with standard Payment procedures, including dual control and be reasonably secured from erroneous or fraudulent manipulation.
- Approval steps must be defined to comply with the National Automated Clearinghouse Association (NACHA).
- A thorough effort to authenticate the payee and their banking data must be completed.
- ACH payment data is to be highly secure and rigorously protected from unauthorized access in a manner consistent with the standards and policies established by the CSU Information Security Management Program.
- All returned or rejected ACH payments must be investigated and resolved within a time period sufficient to avert loss from fraud or negligence. The timeline may differ based on the particular situation.

Procurement card (PCard)

It is the policy of the CSU that procurement cards be used to improve the efficiency, flexibility and convenience related to purchasing, and paying for goods and certain approved services.

- All rules and responsibilities for the CSU procurement card program must be followed, as outlined in ICSUAM 5250.00

Wire Transfers

- Wire transfers shall be released under dual custody. Dual custody (RSA SecureID® token) requires that freeform wires or template maintenance initiated by one individual be approved by a second person on a different computer or mobile device.
- Pre-approved templates are required for recurring transactions. Templates store payment information and they mitigate risk by not allowing certain information to be modified.

- Campuses must establish controls and procedures; including user roles and approval limits; cumulative and individual daily approve/reject limit.
- Wire Transfers shall be release with a future value date of +1.

Paper Checks

- Controlled disbursement accounts and positive pay functionality are generally used.
- Any check drawn on account require authorized signatures per WFB signature cards.
- Campuses must establish controls and procedures to safeguard the physical location of printed check stock, and printed checks awaiting distribution.
- Campuses must establish controls and procedures to safeguard:
 - the physical location of printed check stock, and printed checks awaiting distribution.
 - facsimile signatures and to ensure that their use is consistent with University policy and prudent commercial practices. Such procedures should include proper approvals to create a facsimile signature and measures to ensure the proper destruction of facsimile signatures when an authorized check signer leaves their position.
 - address exception checks presented for payment to the bank.

Executive Vice-Chancellor/Chief Financial Officer

3103.05 | PAYROLL PAYMENTS ISSUED BY ACCOUNTS PAYABLE

Policy Effective Date: 9/10/2014

Last Revision Date: 8/1/2018

POLICY OBJECTIVE

It is the policy of the CSU to authorize and process payroll payments when salary has been earned by the employee but correct payment is not readily available from the State Controller's Office (SCO). Campuses must develop written procedures that implement this policy.

POLICY STATEMENT

This policy applies to salary payments made through the SCO. Since California State University pays its employees through the SCO, there are situations where obtaining a payroll check from the SCO does not meet operational need. In those few instances, the CSU campus is authorized to use local trust funds to disburse urgent payroll checks. Urgent payroll checks include when:

1. There have been errors or delays in submitting or processing documents with the SCO to timely receive payment.
2. Separating employees final salary payment.

Campuses must prepare written procedures to be followed before payroll checks are given, including the approval processes.

The campus CFO or their delegates has the authority to disburse, track, and reconcile amounts issued to employees and payable from the SCO. If the State's warrant is less than what was issued by the campus, the campus shall follow their Employee Salary Overpayments procedure. If the State's warrant is more, the campus must issue additional payments to clear the payable.

Executive Vice-Chancellor/Chief Financial Officer

3130.01 | ACCOUNTS RECEIVABLE MANAGEMENT

Policy Effective Date: 12/16/2013

Last Revision Date: 12/16/2013

POLICY OBJECTIVE

It is the policy of the CSU that each campus maintains policies and procedures for the management of their accounts receivable in order to ensure the following:

- Funds are safeguarded to prevent loss of revenue.
- Proper segregation of duties is in place.
- Balances are converted to cash in a timely manner.
- Amounts due to the University are accounted for and properly recorded as receivables in the general ledger.
- Proper collection procedures are followed and that collection efforts are pursued on debts and accounts receivable balances that are valid and past due.
- Periodic analysis is performed to ensure the proper recording of a provision for uncollectable accounts.
- Debts and accounts receivable balances determined to be uncollectible are written off in a timely manner with the proper approval.

POLICY STATEMENT

Receivable management processes include:

- 100 - Centralization of the Accounts Receivable functions
- 200 - Accounts Receivable Collection
- 300 - Write Off of Uncollectible Accounts Receivable

100 CENTRALIZED FUNCTIONS

To ensure that monies owed to the University are accurately accounted for, all accounts receivables due to the university must be recorded in the general ledger to comply with the collection efforts, and allowance for doubtful accounts and write offs procedures in Sections 200 and 300 of this policy; as well as oversight by the CFO or designee to ensure the policy objective is met.

200 COLLECTIONS

This section applies to all types of receivables, including employee, student, related party and general receivables. Specific details are included below for employee and student receivables.

201 General Information:

Campus procedures must describe the collection efforts applicable to each type of past due receivable. In addition, campus procedures must identify the materiality threshold below which collection efforts will not be pursued.

Campuses are expected to utilize all reasonable collection efforts including direct contact, collection agencies, legal actions and Franchise Tax Board (FTB) refund offsets, subject to federal and state laws covering collection practices. Note that the State allows recovery of debts by offset against tax refunds even after the State statute of limitations has expired.

202 Employee Receivables:

Employee Receivables generated from payroll salary overpayments may be collected using payroll deductions only when the repayment method and terms are expressly agreed upon in writing by the employee and the deduction would not reduce the employee's wage below minimum wage for any period covered within the terms of the repayment schedule. Payroll deduction may not be used to collect payroll salary overpayment receivable from an employee's final paycheck.

203 Student Receivables:

Term-specific student accounts receivable prescribed collection activity (30/60/90 day notification) will commence no later than the end of the term for which the funds were due.

Campuses must identify and establish due diligence processes and materiality thresholds and define collection procedures on term-based student account receivable and any other student debts.

Prior to the prescribed collection activity, clear, timely and ongoing notification of the due dates and student account balances must be conducted by each campus. Some valid methods include: email, messaging, letters, billing, texts, announcements and any web-based methodologies. Each campus is encouraged to utilize holds and enrollment cancellation to manage current term student accounts receivable.

Each campus is authorized to withhold services (such as transcript requests or course registration) as a collection tool when appropriate, including the period after which an account balance has been written off.

300 WRITE OFF OF UNCOLLECTABLE AMOUNTS

301 Allowance and write off of uncollectable accounts receivables

Part of receivable management includes providing for the allowance and write off of uncollectable accounts receivables. Campus procedures must describe:

- The method for determining the allowance for uncollectible accounts receivable
- How debts and accounts receivable balances are determined to be uncollectible
- The process for approving the write off of uncollectible balances

An allowance for uncollectible accounts receivables should be established based on type of outstanding debt and expectations of repayment. The allowance should be adjusted on a quarterly basis but at a minimum the allowance must be adjusted at year end. (See the Legal Manual for details.) Campus procedures must provide that debt and accounts receivable balances determined to be uncollectible must be written off by the close of the fiscal year.

302 Discharge Authority

Campus procedures must require that the Chief Financial Officer (CFO) approve the write off of balances above \$10,000. The CFO may delegate in writing to designated person(s) authority to approve the write off of balances equal to or less than \$10,000.

The write-off of uncollectible balances in funds held by the State Treasurer and accounted for by the State Controller must follow the process outlined in the [State Administrative Manual \(SAM\), section 8776.6](#).

Executive Vice-Chancellor/Chief Financial Officer

3141.01 | ADMINISTRATION OF STUDENT ORGANIZATION FUNDS

Policy Effective Date: 7/1/2016

Last Revision Date: 6/24/2016

POLICY OBJECTIVE

It is the policy of the California State University (CSU) to provide direction in the administration of student organizations' monies. This policy pertains to student organizations formally recognized by the campus as defined in Executive Order (EO) 1068 – Student Activities, section titled "Formal Chartering and Recognition Policies."

The campus Chief Financial Officer (CFO) or designee and the Vice President for Student Affairs (VPSA) or designee, must jointly establish written policies and prepare supporting procedures governing the administration of student organization funds.

POLICY STATEMENT

100 Overview

Student Organizations are established in accordance with procedures published by individual CSU campuses per EO 1068. Monies collected in the name of the student organization for its activities must be used exclusively for the purpose of furthering the student organization's goals and objectives.

This policy shall be fully implemented by CSU locations by June 30, 2017.

200 Authority

Per EO 731 – Designation of Chief Financial Officer, the campus CFO is responsible for the business and financial affairs of the institution. Per EO 1068, it is the Vice President of Student Affairs' (VPSA's) responsibility to oversee the chartering and recognition of student organizations.

300 Funds Administration

Monies collected in the name of the Student Organization must be maintained in a bank account of the University or an Auxiliary Organization (with Presidential approval in accordance with campus policy) as determined by the campus CFO. Auxiliary organizations may accept or administer university funds as an agent of the University when specifically authorized in writing by the campus President or his/her designees per EO 1059 – Utilization of Campus Auxiliary Organization.

Whichever entity normally holds student organization monies does so under its employer identification number (EIN) and is, therefore, obligated to record revenue and expenses for the student organization in its financial records. Campuses with this responsibility record the student organization transactions in the legal-basis ledger. In addition, whichever entity records student organization transactions is further obligated to meet all regulatory reporting requirements pertaining to such transactions, including the inclusion of the financial activity in tax filings.

Campus may engage its auxiliary organization to act as its agent in the operation of the student organization. However, the campus will ultimately include all revenue and expense of student organizations in its financial records, and the auxiliary organization will maintain an accounting of the agency relationship through Assets and Liabilities.

At no time shall a Student Organization deposit funds into an unauthorized bank account. Any exceptions to this requirement [e.g., nationally affiliated organizations or local organizations with a separate 501(c)(3) status] must be approved by the campus CFO or designee; .

400 Cash Handling

Campus policies and procedures related to handling and processing cash and cash equivalents should be followed, as practicable, considering relative risk (i.e. value, repetitiveness of transactions, etc.) to ensure assets are protected and accurately processed.

500 Responsibilities

A Student Organization's officers are responsible for maintaining the financial solvency of the organization in accordance with the individual campus' Student Organizations Handbook.

600 Student Organization Funds Administration Agreement

Each Student Organization establishing an agency banking relationship with the University or an Auxiliary Organization must have a current Student Organization Funds Administration Agreement on file with the campus Student Affairs department.

700 Donor Funds

Refer to Campus gift policy regarding the receipt of donor funds.

Executive Vice-Chancellor/Chief Financial Officer

3250.01 | DISPOSITION OF LOST, UNCLAIMED OR ABANDONED PROPERTY

Policy Effective Date: 7/25/2014

Last Revision Date: 7/25/2014

POLICY OBJECTIVE

It is the policy of the CSU to provide the opportunity for unclaimed, lost, or abandoned property to be claimed by its rightful owner. When such property remains unclaimed, this policy provides direction for the treatment of such property. Each campus must prepare written procedures to implement this policy.

POLICY STATEMENT

Title 5 Sections 42375 and 42376 of the California Code of Regulations, designates and authorizes each CSU President to provide for the care, restitution, sale, or destruction of unclaimed, lost, or abandoned property in the possession of the university.

Unclaimed, lost, or abandoned property valued at or above three hundred dollars (\$300) shall be held by the campus for a period of at least three months. After such time, if the campus determines that the property, except unclaimed cash, is needed for a public purpose, the campus may take possession of the property. If the campus does not take possession of the property, it shall be offered at public auction to the highest bidder. Notice of such sale must be published once at least five days prior to the sale in a newspaper of general circulation in the county in which the property is held. Auction proceeds received and any related interest earnings shall be used for scholarships and loans to students enrolled at the campus where the sale is held. The campus may dispose of any property, except cash, upon which no bid is made at any sale.

Items valued under \$300 may be donated to another public institution or not-for-profit organization or otherwise disposed.

Unclaimed cash may be returned to the finder after the expiration of the three month period unless the property has been found by a University employee in the course of his/her employment.

- Unclaimed cash found by persons who are not University employees will upon demand, be returned to the finder after the three month holding period. If the finder cannot be located, the cash becomes the property of the campus to be used for scholarships or student loans.
- Unclaimed cash found by a University employee must be turned into the lost and found department. If the cash is not claimed within the three month period, it becomes the property of the campus to be used for scholarships or student loans.

Executive Vice-Chancellor/Chief Financial Officer

3250.02 | DISPOSITION OF UNCLAIMED NEGOTIABLE INSTRUMENTS

Policy Effective Date: 7/25/2014

Last Revision Date: 4/30/2018

POLICY OBJECTIVE

It is the policy of the CSU that unclaimed negotiable instruments remain the property of the payee, with the CSU as custodian for the funds. This document provides direction for the treatment of unclaimed negotiable instruments. Each campus must prepare written procedures to implement this policy.

POLICY STATEMENT

100 General

Unclaimed negotiable instruments are defined as checks (i.e., Accounts Payable checks, payroll warrants) that have been:

- Delivered but remain uncashed by the payee.
- Returned to the university and the payee cannot be located.

Campuses must review the outstanding checks lists, as a result of the bank reconciliation process, and make a determination as to whether or not the funds should be escheated using CFS (or other approved system) and added to the liability account.

Periodically, at least annually, campuses must estimate amounts in the escheat liability that will **not** be claimed by payees and reduce the amount of the liability accordingly. Amounts relieved from the campus' liability remain the responsibility of the Executive Vice Chancellor/Chief Financial Officer (EVC/CFO) or the campus CFO. Sufficient records and funds must be retained to honor future claims.

200 Payroll Warrants

201 Undelivered Payroll Warrants

Campuses shall attempt to deliver payroll warrants, issued by the State Controller's Office (SCO). If the payroll warrant can not be delivered 90 days after issue date or is returned undeliverable, the campus is to endorse and deposit the payroll warrant into the campus Wells Fargo bank account prior to expiration. This transaction is to be recorded in the escheat liability account.

202 Delivered Payroll Warrants

Delivered but uncashed payroll warrants, issued by the SCO, remain in the control of the SCO and are reflected as outstanding items on the SCO bank reconciliation until expiration. Upon expiration, the SCO will cancel the check, returning the funds to the campus via the Cancel Stale Dated Warrants By Agency Fund Report. The campus shall record the transaction in the escheat liability account.

300 Sponsored Program Awards

Unclaimed negotiable instruments originating as payments from all externally funded awards (i.e. Federal, State, Local or Privately Funded grants and contracts) may be an exception to the escheatment process and shall be either escheated or returned to their funding source as required by the federal government or other sponsor guidelines. If the sponsor guidelines do not provide direction, refer to Section 100 General.

400 Student Financial Aid

Unclaimed payments originating from federal and state student financial aid funds (i.e. Pell, ACG/SMART grants) should never be escheated. The checks shall be cancelled, notify the Financial Aid office and then subsequently return the appropriate amount to the Granting agency. For Federal Work Study (FWS) undelivered payroll disbursements, the federal portion must be returned to the granting agency. However, for the treatment of the campus match portion of the FWS payroll disbursement, refer to Section 200 Payroll Warrants.

500 Electronic Deposits

Rejected, a non-payroll related, electronic payment shall be voided and reissued in the form of a check or contact the payee for further instructions.

600 Accounts Payable Vendor Checks

Upon expiration of a vendor check, campus will void the check via CFS (or other approved system) escheatment process, which will record the monetary amount as an escheat liability.

700 Account Credits

At least annually, all account credits (i.e. student, accounts receivable, accounts payable) are to be reviewed and refunded according to the campus policy. Applicable refunds should be processed via EFT or check and then escheated if the check becomes stale dated.

800 Records Retention Requirements

Campuses must indefinitely maintain records of unclaimed negotiable instruments and be prepared to reissue payment when a valid claim is presented.

Executive Vice-Chancellor/Chief Financial Officer

3552.01 | COST ALLOCATION / REIMBURSEMENT PLANS FOR THE CSU OPERATING FUND

Policy Effective Date: 6/5/2014

Last Revision Date: 6/27/2018

POLICY OBJECTIVE

It is the policy of the California State University (University) that campus President's ensure that costs incurred by the CSU Operating Fund for services, products, and facilities provided to CSU enterprise programs/activities/funds, auxiliary organizations and entities external to the university are properly and consistently recovered with cash and/or a documented exchange of value. Allowable direct costs incurred by the CSU Operating Fund shall be recovered based on actual costs incurred. Allowable and allocable indirect costs shall be recovered according to a cost allocation/reimbursement plan that utilizes a documented methodology for identification of indirect costs and a basis for allocation. Allocation/reimbursement of joint use costs to the CSU Operating Fund from an auxiliary organization or enterprise program/activity/fund is independent of whatever indirect costs (i.e. federal facilities and administrative costs) may be recovered from external grants and contracts.

The university Chief Financial Officer (CFO) or designee, shall annually approve and ensure implementation of a documented cost allocation/reimbursement plan.

POLICY STATEMENT

100 Principles

The CSU was created by the state, and appropriations from the state continue to be one of the sources of support for the university's educational mission. Auxiliary organizations and enterprise programs/activities/ fund sources provide supplemental services critical to the delivery of state supported programs, but which are not supported by the CSU Operating Fund. Auxiliary organizations are created to enable performance of certain business and educational functions that are common at institutions of postsecondary education, but cannot efficiently or effectively be accomplished by the state-supported university. Auxiliary organization and enterprise programs/activities/funds are conducted to support and further the educational objectives of the university. It is appropriate to recognize these interdependencies in the cost allocation/reimbursement plan.

The university's CFO is responsible for ensuring proper, consistent, and timely recovery of costs incurred by the CSU Operating Fund by annually preparing a documented cost allocation/reimbursement plan for the university. The annual approval and implementation of the plan should occur at a consistent time from year to year and the period should be stipulated in the plan. The CFO must ensure that all costs incurred by the CSU Operating Fund for services, products, and facilities provided to auxiliary organizations, enterprise programs/activities/fund sources or entities external to the university are properly and consistently recovered with cash and/or a documented fair exchange of value. This includes all costs for services, products, and facilities borne by the CSU Operating Fund on behalf of enterprise programs/activities/fund sources and auxiliary organizations. The CFO may consider the cost-benefit of deriving the costs to be allocated/ reimbursed.

101 Exchange of Value

There are some activities that are integral to supporting the core educational objectives of a university, but which are not fully funded through the CSU operating fund. In some cases, Operating Fund resources are used to support those efforts. Those efforts are recognized as providing either tangible or intangible value that ultimately inures to the overall benefit of the university and its educational mission even though the activity might reside in an auxiliary organization or enterprise program/activity/fund. Two of the more common examples of such activities are fundraising and externally sponsored research and grants. If a cost allocation/reimbursement plan incorporates such exchanges of value they must be well documented and clearly articulate the benefit to the overall educational mission.

102 Services

The basis of allocation for a service e.g. cause, or driver, of the cost being allocated may vary as the university determines appropriate and reasonable. If a different allocation approach is used for the same operating fund service, the costs of the service should be allocated only once and any duplication eliminated.

103 Modifications

When appropriate and necessary, the university CFO should modify the existing cost allocation/reimbursement plan outside the annual cycle to recognize new costs or other changes in operations. Such modifications and/or the new plan are to be clearly documented.

200 Definitions

201 Organizations/Entities/Activities

201.1 Alumni Association

Alumni associations are enterprises organized and operated in accordance with rules and policies adopted by the CSU Board of Trustees. (Title 5, Article 15).

201.2 Auxiliary Organization

An auxiliary organization is a separately organized, non-state entity that operates in compliance with the auxiliary organization policies of the CSU Board of Trustees, the terms of leases and operating agreements with the Trustees and policies established by the university. Examples of auxiliary organizations include philanthropic foundations, student body organizations, research foundations, student unions, bookstores, and other commercial services operated for the benefit of the university (Education Code sections 89900-89912 and Title 5 section 42500).

201.3 Enterprise Programs/Activities/Fund Sources

Enterprise programs/activities/fund sources include those that furnish facilities, goods or services to students, faculty, staff, or incidentally to the public. An enterprise typically charges a user fee, rent or other charge directly related to, although not necessarily equal to, the cost of the facilities, goods or services. A distinguishing characteristic of an enterprise is that it is managed as essentially a self-supporting activity under the administration of the university. Enterprise fund activities are typically accounted for in designated CSU funds. Examples may include housing, parking, and continuing education.

201.4 Entities External to the University

Entities external to the University include organizations or programs which typically come from the surrounding community and operate independently of the university, but which may hold a function at a CSU campus.

201.5 Miscellaneous Activities

Miscellaneous activities include other self-supporting activities operated by the university in funds other than the CSU Operating Fund including, but not limited to: instructionally related activities; centers and institutes; and other university support organizations, such as a faculty clubs or athletic boosters.

202 Costs

202.1 Direct Costs

Direct costs are expenditures initially incurred by the CSU Operating Fund, which can be easily determined with a high degree of accuracy and without an inordinate amount of accounting, and recharged to another CSU enterprise program/activity/fund or auxiliary organization based upon the actual cost of the goods or services provided. Direct costs can be documented by a work order, charge-back system, and allocation contract and are invoiced on some regular basis.

202.2 Indirect Costs

Indirect costs cannot be readily assigned to a particular cost objective without effort disproportionate to the benefits received. These costs are those incurred for purposes common to some or all programs or activities, but which cannot be readily identified and charged directly to such programs or activities with a reasonable degree of accuracy and without an inordinate amount of accounting. Examples include executive oversight, accounting, grants management, and technology and facility overhead.

203 CSU Operating Fund

The CSU Operating Fund has been established to exclusively report revenues, expenses, and net assets related to state-supported instruction and related programs and operations.

300 Elements of a University Cost Allocation/Reimbursement Plan

A university's cost allocation/reimbursement plan must articulate the practices and methodologies utilized in determining the basis for allocating costs. Due consideration must be given to the relative benefits received, the materiality of costs, and the amount of time and effort necessary to make such an allocation/reimbursement. The plan will also specifically identify direct and indirect costs requiring reimbursement. And, while there are different methodologies available for allocating costs that a university might use, the methodology used should result in a justifiable distribution of costs as determined by the campus CFO. Detailed documentation that demonstrates the factors that were taken into consideration in determining cost recovery are to be included as part of the plan.

Both direct and indirect costs should be considered in developing the cost allocation plan.

At a minimum, a plan would include a separate section addressing each of the following:

301 Identification of the alumni association, auxiliary organization, enterprise programs/activities/fund sources or entity external to the university.

302 Identification of the facilities, goods and/or services supported by the CSU Operating Fund that are provided to an alumni association, auxiliary organization, enterprise programs/activities/fund sources or entity external to the university.

303 Program or project-specific direct costs assignable to an enterprise program/activity/fund or auxiliary organization include, but are not limited to, faculty release time, technology and/or communication services, facility use, metered utilities, specifically required physical plant, public safety, insurance, and environmental health and safety services, if applicable.

304 The allocation of indirect costs is to be based on a process that is consistent with the principles of this policy, practicable and fact based relative to the activity and the related costs. The basis of allocation for a service may vary as the university determines appropriate and reasonable. A percentage, transaction cost, or pro-rata distribution may be applied to the applicable enterprise program/activity/fund or auxiliary organization workload measure. Campuses are to identify and justify the cost allocation/reimbursement methodology for each of the services that are allocable relative to the activity and the related costs, e.g. square footage, expenditures, etc. Examples of such costs include, but are not limited to, finance/business services, enrollment services, human resources, academic records, risk management, public safety, technology, mail services, and space, if applicable.

305 Identify and quantify in a manner consistent with the principles of this policy, practicable, fact based, and reasonable simple and reasonable allocation/reimbursement methodology, as determined by the campus CFO that is realistic relative to the activity and the related costs. Provide justification for the choices that deviate from the university's standard methodology.

306 Identify and document when an in-kind, or exchange of value, reimbursement is included as part of the cost allocation/reimbursement plan. These non-cash reimbursements can relate to either direct or indirect costs. An exchange of value may include tangible benefits, which are financially quantifiable and intangible benefits, which are qualitative.

Examples of tangible benefits may include:

- bond financing
- delivery of media through radio or television channels
- financial support benefiting the university; e.g., contributions to a higher education bond campaign
- financial support to the university
- student scholarships
- supplemental support of university employee compensation and benefits

- unrecovered costs incurred by the auxiliary organization or enterprise program/activity/fund on behalf of the CSU Operating Fund
- use of an auxiliary service, product or facility

Examples of intangible benefits may include:

- enhancement of the student experience
- enhancement of the university brand
- improved relations with constituents and/or the university community
- performing functions that have been expressly identified for the auxiliary organization or enterprise programs/activities/fund sources
- protection of donor and volunteer privacy

400 Timeliness of Reimbursement

Every effort should be taken to recover CSU Operating Fund costs in a timely manner. Payment must be made as soon as practicable after the completion of activities and programs that require university resources. Generally, this should be accomplished within the same fiscal year.

Executive Vice-Chancellor/Chief Financial Officer

3601.01 | TRAVEL POLICY

Policy Effective Date: 1/17/2018

Last Revision Date: 1/28/2019

POLICY OBJECTIVE

This policy articulates the California State University (CSU)'s requirements related to official University business travel to assure that funds allocated towards travel are appropriately used, properly authorized, supported by a documented business purpose, substantiated by applicable receipts, correctly processed for payment, and in compliance with all applicable regulations, including recently enacted Assembly Bill 1887, State Discrimination: Travel, which is effective January 1, 2017.

POLICY STATEMENT

I. General

The California State University pays or reimburses for travel related expenses that are ordinary, reasonable, not extravagant, and necessary to conduct official University business. All expense reimbursements and business travel arrangements must comply with University policies and procedures, prudent accounting practices, and applicable collective bargaining agreements.

This policy applies to all CSU employees, students, and others traveling on official University business and where the University will be paying for the travel. The terms set forth in an extramural funding agreement govern only when such terms are more limiting than the University's travel regulations. The campuses, if desired, may adopt more restrictive documentation, review and approval policies than what is presented here.

Travelers may be held accountable for their conduct under any applicable University or campus policies, procedures, collective bargaining agreements, and/or applicable provisions of the California Education Code. Where the provisions of this policy are in conflict with the collective bargaining agreements pursuant to HEERA, the collective bargaining agreements shall take precedence.

The University assumes no financial responsibility for expenditures incurred by individuals who fail to adhere to policy.

Exceptions to this policy must be in writing, documented and approved by the Chancellor, campus president, or designee.

II. Responsibilities

It is the responsibility of each individual who spends funds related to official University business travel and for each administrator and approving authority who approves use of funds related to official business travel to be aware of and follow this policy and related procedures in effect at the time of travel.

The approving authority is the University employee who has been granted authority, by way of the University delegation of authority process, to approve the use of funds.

A University designated travel reimbursement office will review and audit documents for compliance with policy.

III. Travel Related Expenses

Travelers are expected to utilize CSU preferred vendors and CSU negotiated terms and conditions whenever possible. Use of additional waivers and discounts available to governmental employees is strongly encouraged. Travel expenses not directly related to official University business are not reimbursable.

Reimbursement limits and documentation requirements for various destinations and lengths of stay are provided in the CSU Travel Procedures. Exceptions for expenditures that are typically non-reimbursable, and arise because of special or unusual circumstances, must be authorized or approved and documented by the appropriate approving authority.

IV. Miscellaneous

It is expected that individuals traveling on University business will take all steps to minimize risk to themselves and the University. This includes utilizing safe transportation and lodging options and acquiring appropriate insurance coverage.

V. Travel Procedures and Regulations

[CSU Travel Procedures](#) (.pdf)

Executive Vice-Chancellor/Chief Financial Officer

3801.01 | TAX ADMINISTRATION

Policy Effective Date: 6/5/2012

Last Revision Date: 6/5/2012

POLICY OBJECTIVE

It is the policy of the CSU to comply with tax law. Under the direction of the Assistant Vice Chancellor / Controller, Financial Services, the Chancellor's Office Financial Systems, Statutory Reporting, and Tax Administration unit will develop and administer the CSU-wide tax compliance program that includes policies and procedures, and provides general coordination and guidance on tax matters to campuses. Each campus must prepare written procedures to implement this policy.

POLICY STATEMENT

To ensure consistent application of tax law to transactions, the Chancellor's Office will provide guidance to the system in connection with the interpretation of federal and state tax statutes and regulations to which the CSU is subject. Where the tax treatment of any given transaction, particularly where it is monetarily significant or continuous, is in question, the campus must consult with appropriate Chancellor's Office staff to ensure the CSU's tax obligations are met.

The Campus Chief Financial Officer (CFO) or his/her delegate is responsible for implementing this policy on a campus level. An individual must be designated as the campus' key contact for coordination on tax matters with the Chancellor's Office Systemwide Tax Coordinator.

The campus CFO or his/her delegate must:

- Arrange for the preparation, documentation and implementation of tax compliance procedures.
- Adhere to all other tax filing requirements, including but not limited to sales and use tax, non-resident alien tax and submission of the 1099 information return, but in fulfilling these obligations will follow the policies communicated by the Chancellor's Office.
- Ensure that campus transactions are regularly examined to determine their potential tax reporting and payment consequences.

Campus tax compliance procedures must ensure (1) compliance with federal and state tax laws and regulations; (2) adherence to CSU policies; and (3) consistent application of laws, regulations and CSU policies to campus transactions.

Executive Vice-Chancellor/Chief Financial Officer

Accounts Payable & Travel

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Get a Travel Advance

Travel advance requests should be included on the travel requisition when entered in the Common Financial System (CFS). (Please see Section 3 of the [travel requisition user guide](#) for step-by-step instructions on how to enter travel advances.)

Following is additional information you need to know about travel advances:

Advance check payments or prepays to the vendor (e.g. conference registration fee):

Will be issued no more than 30 days prior to the date of travel, unless earlier payment of the fee is required (e.g. early-bird registration saves money for the University)

- Direct Billing (prepay) for conference registration is allowed via use of your ProCard and is not subject to the 30 day requirement.

Cash Advances made payable to the traveler (e.g. for meals or air fare):

- Will be issued no more than 30 days prior to the date of travel, unless earlier payment is required due to employee out-of-pocket prepaid expenses. The receipt(s) must be sent to AP for early payment to be processed.

Advance checks must be picked up from the Cashier's area by the University Traveler. Advance checks will not be mailed.

- The employee (or a department representative with a [Travel Advance Check Pick-Up Authorization form](#)) is required to sign for the advance check acknowledging receipt of the check and authorizing collection activities for advances not fully claimed or expensed per campus procedures.

Clearing the advance after the travel is completed:

Per the California State University, Sacramento travel policy and procedures, a travel advance is due and

payable within 60 days after a trip is completed. If a travel claim is not submitted to cover the advance or if the entire advance is not used, the employee is still responsible for the repayment of the entire advance amount.

Repayments of travel advances should be made to the Cashier's office in Lassen Hall, Room 1001, and the receipt attached to the travel claim when submitting it to the Accounts Payable office in Modoc Hall, Room 3005.

Failure to comply with this policy will result in collection activities that may include internal and external collection efforts, deduction from a future travel claim(s), and/or deduction from a payroll warrant.

Any Cash Advances to the Traveler outstanding longer than 120 days will be considered income to the traveler and will be reported to the Internal Revenue Service (IRS) on the employees annual W2.

Updated February 2016



California State University, Sacramento

6000 J Street
Sacramento, CA 95819
(916) 278 - 6011



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Risk Management

Home About Us Staff Functions ▾ Forms

Driving on University Business

What is "Driving on University Business?"

Driving on University Business means "only when driven in the performance of, or necessary to, or in the course of, the duties of University employment" according to the California State University's [Use of University and Private Vehicles Policy Guidelines](#).

Who is affected?

Everyone who drives on University business; whether operating a University, state, or privately owned vehicle; or if you are driving a rental vehicle for going to a meeting; or any motorized or self-propelled equipment, including lawn mowers and golf carts; or as a driver on an academic field trip.

If you are unsure if this applies to you, feel free to give us a call.

Authorized Drivers must:

- Be a University employee or registered volunteer
- Have a valid state drivers license
- Have and maintain a good and safe driving record
- Be authorized by Program Center Manager (dean, director, AVP, etc...)
- Take the free defensive driver course if driving more than once a month or 12 times a year
- Be registered with Risk Management by turning in the proper paperwork (see below)

Authorization forms to drive on University Business

To register with Risk Management, you must fill out, sign, and complete the required forms below. **The New Driver Authorization Process packets will contain all the necessary information you need.** All forms

Key Links

- [Defensive Driver Training](#)
- [Vehicle Liability Claims](#)
- [Vehicle Damage Insurance](#)
- [Reporting Vehicle Accidents](#)
- [Vehicles on Inner Campus Pathways](#)

are to be turned in to Risk Management (zip: 6145).

[New Driver Authorization Process Packet \(University Employee - Faculty/Staff/Student Employees\)](#)

All employees of the University (faculty, staff, student assistant, casual workers, etc...) must complete an authorization process packet in order to drive on University business. The packet contains a checklist along with essential forms that needs to be completed.

[New Driver Authorization Packet \(Student/Volunteer\)](#)

All non-employee students or volunteers of the University must completed an authorization process packet in order to drive on University business. This packet contains a checklist along with essential forms that needs to be completed in order to be registered as a volunteer to drive on University business.

All individual forms from both packets can be found below:

[Vehicle Operation Authorization \(VOA\) Application](#)

All drivers MUST complete this form in order to drive on university business. This authorization form is to be completed and signed by the appropriate people. This form authorizes the driver to drive on university business. The original is to be sent to Risk Management.

[Form STD 261 \(Permission to Use Privately Owned Vehicle on State Business\)](#)

Through this form, management authorizes you to use your privately owned vehicle on University business. This form is to be reviewed and recertified with the appropriate signatures every year. You may re-use the same form for seven consecutive years. Send Risk Management a copy of this form every year and keep the original.

[Volunteer Identification Form \(PDF\)](#)

Students can drive on university business as volunteers. Register as a volunteer by completing this form and sending Human Resources the original. Send Risk Management a copy along with a copy of your driver's license.

[Defensive Driver Training](#)

Those who drive on University business at least once a month or 12 times a year are required to take a Defensive Driver Training Course every four years. It is an online course that takes approximately an hour to an hour and a half to complete. If you drive less than once a month (or 12 times a year), then you do not need to take the training. However, you can take this course even if it's not required.

Inner Campus Pathways Pedestrian Safety Program

Vehicle operators whose business takes them on the inner campus pathways must abide by the pedestrian safety rules shown at [Keeping Pedestrians Safe on Inner Campus Pathways \(PDF\)](#).

Vehicle Insurance Coverage

Information on insurance coverage for University owned, privately owned, or rental vehicles can be found at our [Vehicle Damage Protection](#) webpage.

Car Rentals on State/University Business

See Accounts Payable's [Travel Procedure and Regulations](#) for how to rent from an approved car rental agency.

Driving Guidelines for Field Trip Drivers

All drivers for field trips should read this guideline for [Safe Driving on Academic Field Trips](#) (PDF).

15 Passenger Van use Prohibition

All 15 passenger vans **may not** be used, leased, borrowed, purchased, or rented for use on University business. See Sacramento State's [University Policy](#).

Emergency Roadside Service

Offered by the Office of Fleet & Asset Management (OFAM), this 24 hour state wide roadside service is only provided for state/University owned vehicles (will say "CA Exempt" on license plate). Breakdowns on public streets, on a highway, or in a public parking garage in California are eligible to use this service. For more information, click on "Emergency Roadside Service" [on OFAM's Fleet Operations' webpage](#).

The CHP Freeway Service Patrol (FSP) offers some roadside assistance on freeways only, for ALL vehicles. The purpose of this service is to get you and your vehicle off the shoulder and out of the way of a potentially deadly outcome. It's a free service and only available in certain areas of California. They offer a gallon of gas, jump starts, refill of radiator, tape hoses, and change flats. If the vehicle cannot get going, then they can tow you to a CHP-approved location, or notify an auto club or towing service for you. The phone number to determine if your location qualifies and to request service is 1-800-TELLCHP or 1-800-835-5247.

Vehicle Accidents

Information about how to report vehicle accidents while driving on University business or while using a department-owned vehicle can be found on our [Reporting Vehicle Accident](#) webpage.



SACRAMENTO STATE

California State University, Sacramento

6000 J Street

Sacramento, CA 95819

(916) 278 - 6011

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