



Business Matters @ Sac State

Topic: Meal Service Fees – Effective: December 12, 2019

DATE: December 12, 2019
TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers
FROM: Daljit Khangura, Director of Accounts Payable & Travel

Accounts Payable & Travel (AP) would like to inform you of updates to the current internal University Travel Policy and Procedures effective December 12, 2019.

Sacramento State will now allow reimbursement for meal delivery fees. These fees will be applied against the daily meal reimbursement amount, along with tips. Please be aware that managers must still approve these charges and do have the *discretion to deny* the repayment of these fees if they are deemed frivolous (e.g., room service ordered during open hours of an in-hotel restaurant). Please work with you manager **BEFORE** traveling to determine whether these fees will be approved.

Allowable fees include room service fees and fees associated with the use food delivery services (ex. Uber Eats, Door Dash, Grub Hub, etc.)

Please refer to the CSU Travel Procedures for meal reimbursement caps <https://www2.calstate.edu/policies> search [Travel Policy; ICSUAM 3601.01](#)

The AP website has been updated to reflect this change.

To better understand your role in complying with the University's travel regulations, please review the outline of [Traveler's Responsibilities](#) for travelers, approving officials and the University Accounts Payable & Travel Office.

Additional travel information: Concur travel credit cards are NOT ALLOWED to be used for any travel to banned states or for any travel reimbursed through Foundation funds.

Contact Information:

If you have any questions or concerns about this notice, please contact Accounts Payable & Travel, sacstatetravel@csus.edu, ext. 86476.

Financial Services and Budget Planning & Administration

Administration and Business Affairs Families

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