



CAP Radio Travel Request

Date Submitted:

Name:

Email:

Department:

Phone #:

Supplier ID #:

General Purpose of Travel- include business justification/purpose for travel and attach supporting documents, as needed.

Trip Details:

Departure Date

Return Date

Destination (City/State)

Personal Dates of Travel

Account

Fund

Department

Class

Project

Projected Expenses:

	Details	Projected Cost
Air		
Car Rental		
Car Rental Fuel		
Ground Transportation		
Personal Car	Vehicle license number	
Lodging		
Meals		
Other		
Total Projected Cost:		

Approvals:

Department Manager Date

Budget Approver Date

General Manager- Required for Exception to Travel Policy Date

Business Travel Policy

The purpose of this policy is to define business travel and outline the process for pre-approving, incurring, and reconciling travel expenses.

Glossary

Travel is defined as being away from the primary office location at least one night (overnight) or more.

Travel expenses are the reasonable and necessary costs incurred by employees during approved business trips. For the purpose of this policy Travel Expenses are incurred by the employee and paid with personal funds or advanced by the organization as orchestrated by the employee with reasonable advance to the People Operations Associate. Employees who hold company credit cards should understand the company Credit Card Policies maintained by the Department of Finance.

Travel form is defined as a pre-authorization form required before scheduling company travel and must be approved by a Budget Holder.

Budget holder is a manager who is responsible for your department's budget, it may not be your supervisor

. See the Budget holders in the Self-Service-Documents Library-Travel-Budget holders List.

Travel expense report is a form required to submit your *travel* reimbursement request (Self-Service-Documents Library-Travel-Expense report)

Travel Authorization

Work with a supervisor to identify a business travel need, complete a *Travel Form* (Self Service Portal-Company-Documents Library- Travel form) and submit it to the Department *budget holder* for approval. When approved self-book travel or contact the HR Manager (HRM) for the direct booking by the company. The *travel form* should be submitted for approval at the time travel is verbally confirmed or assigned by the supervisor.

Submit your *travel expense report* (Self-Service-Company-Documents Library-Travel Expense Report) after your travel is completed. The travel reimbursement will require a *travel expense report* approved by the *budget holder* and submitted to the Department of Finance. For the reimbursement to be processed without a delay, submit the *travel expense report* as soon as possible.

Advances and travel directly paid by the Company

The Company does not generally provide cash travel advances.

The employee can:

1. Contact the HR Manager providing an approved *travel form* in advance of travel and request arrangements to be made by the Company
2. If it is more convenient, book the travel personally after the *travel form* is approved by your supervisor. The *travel form* must be attached to your *travel expense report*
3. For Company Credit Card Holders- reference and follow guidelines in the Credit Card Policy maintained by the Department of Finance. (Self Service-Portal-Company-Policies to Reference).

Insurance

The Company does not cover personal travel insurance for domestic destinations. Company employees traveling overseas are covered by CSU Foreign Insurance Program. Ask HR Manager for the details.

Travel categories

The Company pays the actual amounts incurred for appropriate expenses when travelling. Examples of typical expenses include the following:

- Airline tickets
- Meals and lodging
- Car rental, bus, taxi, parking
- Telephone and fax
- Laundry and dry cleaning (trips exceeding one week only, unless in an emergency)
- Business supplies and services
- Associated gratuities
- Other expenses necessary to achieve business purposes

Airline Tickets

Use economy class airfares when traveling for business. As there are many different economy class options, use your judgment to find the most cost effective. Contact HR Manager (HRM) if you need help in making a choice.

The nonrefundable fare is preferred, contact HRM if flexible fare is considered.

If accommodation is required, contact HRM.

For direct booking of travel compensated by the Company see the ***Advances and travel directly paid by the Company*** section.

Lodging

When travelling with team-members, double-booking room accommodations is encouraged. This is not a requirement and is voluntary. Everybody is encouraged to think about organizational values relating to financial decisions. Neither in-room movies nor refreshment bar are approved Company expenses. (See Expense Reimbursement policy).

Meals

If meals are not provided during the trip, the acceptable daily meal reimbursement is as follows: breakfast (up to \$15.00), lunch (up to \$25.00) and dinner (\$40.00) per person or \$80.00 per day per person.

Reimbursement will be made for the actual cost of meals, including customary gratuities. If dining in a team-member group, the higher-level manager pays the bill.

Rentals

The Company has a contractual arrangement with Enterprise-Rent-A-Car (Ask HR Manager for the details), therefore, vehicle reservations through this company are preferred. Other rental options (including car sharing) may be considered if the cost is the same or better for the same type of vehicle, if the preferred company does not operate in the reservation location, or if the reservation through the preferred company is not available.

For reimbursement on other types of rentals- see Expense Reimbursement Policy (Self-Service Portal-Company-Policies to Reference).

Personal Vehicles

When using your own vehicle for business purposes, you must maintain insurance coverage as required by law. You may not use your personal vehicle for business travel without the supervisor authorization. You will be reimbursed for vehicle use at the standard IRS mileage rate. The mileage should be calculated from the primary office location (on-site or from the home office as applicable). The Director of Finance must authorize any deviation from this policy.

Ground transportation

Every effort should be made to use the lowest priced transportation available. Use good judgment and choose transportation that is cost effective, convenient, and safe. Reference to our Expense Reimbursement policy (Self-Service Portal-Company-Policies to Reference) for additional details.