



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: Travel Policy and Procedures Updates – Effective: 06/24/2020

DATE: August 17, 2020

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Daljit Khangura, Director of Accounts Payable & Travel

Accounts Payable & Travel would like to inform you of updates to the CSU Travel and Business Expense Reimbursement Policy and Procedures effective June 24, 2020. These updates reflect the changes to the CSU systemwide and Campus Travel policy and procedures. Travel Procedures on the AP website have been updated. ***Please note: Some divisions/departments, if desired, may adopt a more restrictive guideline and procedures than what is presented below. Please verify with your division/department head before requesting travel approval.***

The following is a summary of the significant changes to the CSU systemwide policy:

Use of Contracted Suppliers

- Travelers are expected to purchase travel services, when available, from CSU, campus or State of California contracted suppliers.

Payment of Travel – Payment of Expenses on Behalf of Others

- University travelers normally shall not be reimbursed for expenses paid on behalf of other persons, except in the case of co-travelers who are sharing a room. If paying on behalf of someone else (i.e., mileage), it must be clear who/how many attendees so daily max can be taken into account for other traveler.

Transportation Expenses – Transportation Tickets

- Travelers will not be reimbursed for airline travel certificates/vouchers or frequent flyer miles that are used for the purchase of transportation tickets.

Subsistence Expenses – Lodging

- When non-commercial facilities such as cabins, house trailers, vans, field camping equipment, or other such facilities are used, the traveler shall be

reimbursed the most cost effective method, including mix of actual and per diem, if actual is less than per diem.

Subsistence Expenses – Meals While Traveling

- The meals reimbursement cap shall not be treated as a per diem.

Reporting Travel Expenses – Reporting Period

- Claims submitted after the 60-day window are left to the discretion of the campus, considering the facts and circumstances, whether the reimbursement will be made and if any reporting as taxable income will be required.

Reporting Travel Expenses – Completion of a Travel Expense Claim

- All expenditures for a trip should be reported on one Travel Expense Claim/Report, including University paid expenses.

International Travel – Adjustment of International Per Diem Rates

- Travelers may request reimbursement of actual and per diem, if actual is less than per diem. A per diem may be used for meals and incidental expenses and actual cost used for lodging.

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

- An itemized receipt for all domestic meal expenses must now be submitted with the Expense Report.
- Meal delivery fees are reimbursable. Allowable fees include room service fees and fees associated with the use food delivery services (ex. Uber Eats, Door Dash, Grub Hub, etc.)
- Travelers must follow their division and/or department policy pertaining to travel which may be more restrictive than the Systemwide CSU Travel Procedures.
- All travel requests and reimbursements for employees will need to go through the Concur system. Athletics, group, non-employee, student, UEI, Foundation, or relocation travel reimbursements will not be going through the Concur system at this time.
- Travelers must submit an approved travel request prior to travel.
- When driving on university business, vehicles shall be used in accordance with the Sacramento State procedures for “Driving on University Business” <https://www.csus.edu/compliance/risk-management/driving-university-business.html>.

Contact Information:

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