



## *Business Matters @ Sac State*

### TOPIC: Updated CSU Travel and Business Expense Policy Effective May 9, 2025

DATE: June 9, 2025

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

FROM: Sarah Hansen, Accounts Payable & Travel Manager

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The CSU policy on **Travel and Business Expense Payments** has been updated, effective **May 9, 2025**. Please review the key changes below and ensure your travel practices comply with the new requirements.

#### **Key Policy Updates:**

##### **1. New Documentation Requirements:**

- **Agenda & Business Purpose:** A complete itinerary or agenda must be included to support the business purpose of the trip. Expense Reports must include a business justification describing the purpose of the trip or the benefit to the university.
- **Group Travel:** If you pay for students' expenses, you must include a list of attendees (e.g., names or roster). A group of employees traveling together does not qualify as group travel.
- **Exceptions:** Must include cost comparisons (with screenshots or documentation) supporting the costs. For non-fiscal exceptions, provide a written justification.
- **Prearranged Conference Lodging:** If the official conference rate exceeds \$333/night cap, no additional approval is required. However, you must attach documentation (not just a link) verifying the official rate.

##### **2. Airfare Restrictions**

- **Business or First Class:** Only permitted under documented exceptions in the CSU policy, such as:
  - A **disability or medical need** (requires [pre-approval from HR](#)).
  - **Booking Requirements:** Airfare should be booked through Concur when possible. If booked outside Concur, it must be **standard economy class**.

#### **Travel Reminders:**

##### **Non-reimbursable Seat Selection Fees:**

- Premium economy class upgrades
- Business or first-class upgrades

- Extra legroom seats (e.g., Economy Plus, Comfort+, etc.)

### **Travel Insurance**

- Not reimbursable under any circumstances.

### **Personal Car Mileage**

- Calculated from your official work location to the assignment location.
- Mileage from your residence is only reimbursable if:
  - It is **less than** the distance from your work location, or
  - Travel occurs **outside regular working hours**.

### **Gratuity Guidelines**

- **Ground transportation tips:** Reimbursable up to **20%**. Rounding up to the nearest dollar above 20% is allowed.
- **Other tips** (meals, hotel staff, porters, baggage handling): Included in the **Meals & Incidentals (M&IE)** per diem and **not reimbursed separately**.

Please review the revised policy in full and ensure your travel documentation aligns with these updates. For questions, please contact **Accounts Payable & Travel** at **x86476** or [travel@csus.edu](mailto:travel@csus.edu).