



SACRAMENTO
STATE

BUSINESS MATTERS @ SAC STATE

TOPIC: Updated CSU Travel and Business Expense Policy – Effective February 27, 2026 and New CSU Payment Card Policy – Effective January 28, 2026

DATE: April 6, 2026

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

FROM: Sarah Hansen, Accounts Payable & Travel Manager

The CSU policy on [Travel and Business Expense Payments](#) has been updated, effective **February 27, 2026**. Please review the key changes below and ensure your travel practices comply with the new requirements.

Key Policy Updates:

1. **Non-Employee M&E Reimbursement:** Non-employee travelers are eligible for reimbursement of actual meal and incidental expenses not to exceed \$92 per day. This reimbursement limit applies instead of the location-based federal per diem rates applicable to employee travel. Receipts are required for M&E expenses over \$75.
2. **Athletic Group Team Travel Meals:** Under NCAA rules, student-athletes may receive snacks at any time during team activities. Additionally, pre- and post-game meals are permitted, with cash allowances available as an alternative to providing actual meals. The specific amounts and timing for meals and snacks are detailed in Article 16 of the NCAA Operating Bylaws, located in the NCAA Division Manuals. When cash is distributed to student-athletes in lieu of meals, recipients must provide written acknowledgment at the time of receipt. This documentation must be attached to the travel claim form filed by the individual receiving the cash advance.

While not subject to NCAA regulations, group meals may also include staff members (including medical personnel), independent contractors, and volunteers. However, cash allowances in lieu of meals are not permitted for these individuals. Established university policies for such meals should be followed.

CSU Payment Card:

As of **January 28, 2026**, the travel card policy has changed to the new [CSU Payment Card](#) policy directly from the Chancellor's Office. Cardholders and approving officials must refer to the new policy prior to making travel card purchases.

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.