

## Things to do Before- During- and After Your Trip:

### BEFORE TRAVEL

IN STATE	OUT OF STATE	INTERNATIONAL
<p><b>Request for authorization to travel</b></p> <ul style="list-style-type: none"> <li>Should be completed prior to making any arrangements. Recommended to be submitted 4 weeks prior to travel date.</li> <li>Approved by Manager</li> <li>Dean, Academic Affairs Only</li> </ul> <p><b>Travel Insurance</b></p> <ul style="list-style-type: none"> <li>Not required &amp; non-reimbursable</li> </ul> <p><b>Air</b></p> <ul style="list-style-type: none"> <li>Must purchase coach/economy fares. Early boarding, extra leg room, or other higher-cost service are non-reimbursable.</li> </ul> <p><b>Hotel</b></p> <ul style="list-style-type: none"> <li>\$333 maximum excluding taxes, itemized receipts required</li> <li><b>Note:</b> Travel packages containing Air, Hotel and/or Car should not be purchased unless itemize receipts are obtainable.</li> </ul> <p><b>Personal Vehicle</b></p> <ul style="list-style-type: none"> <li>Must be authorized to drive by completing STD 261 and Defensive Driving Training see <a href="#">Risk Management</a></li> </ul> <p><b>Rental Vehicle</b></p> <ul style="list-style-type: none"> <li>Must rent from authorized vendors: Enterprise or National</li> <li>Insurance is included with contract (non-reimbursable)</li> </ul>	<p><b>Request for authorization to travel</b></p> <ul style="list-style-type: none"> <li>Should be completed prior to making any arrangements. Recommended to be submitted 8 weeks prior to travel date.</li> <li>Approved by International Programs &amp; Global Engagement</li> <li>Approved by Provost or VP</li> <li>Approved by President</li> </ul> <p><b>Travel Insurance</b></p> <ul style="list-style-type: none"> <li>Required - <a href="#">Risk Management</a> will purchase</li> </ul> <p><b>Air</b></p> <ul style="list-style-type: none"> <li>Must purchase coach/economy fares. Early boarding, extra leg room, or other higher-cost service are non-reimbursable.</li> </ul> <p><b>Hotel</b></p> <ul style="list-style-type: none"> <li>Actuals Up to Federal Per Diem Rate*</li> </ul> <p><b>Personal Vehicle</b></p> <ul style="list-style-type: none"> <li>Must be authorized to drive by completing STD 261 and Defensive Driving Training see <a href="#">Risk Management</a></li> </ul> <p><b>Rental Vehicle</b></p> <ul style="list-style-type: none"> <li>Must rent from authorized vendors: Enterprise or National (unless not available)</li> <li>Must purchase insurance (reimbursable)</li> </ul>	
<ul style="list-style-type: none"> <li><b>Personal Travel-</b> The University does not cover costs for personal travel. University Traveler may extend their airfare dates to include personal travel as long as traveler documents the cost of airfare for University Travel only (e.g. to conference and back) since this will be the reimbursement amount. Proper documentation (cost comparison) includes a screenshot of air fare for University Travel, which must include university travel start date and end date, destination(s) and price. Any additional costs above reimbursement amount for personal travel is the traveler's responsibility and will have to pay the University back.</li> <li><b>International w/personal days of travel-</b>A portion of the airfare may be taxable. See <a href="#">Taxability of International Travel with Personal Use</a> in the CSU Travel Policy.</li> <li>Subsistence expenses for travel within 25 miles of an employee's headquarters or residence will not be reimbursed.</li> <li>Transportation expenses will be reimbursed based on the most economical mode of transportation and the most traveled route consistent with the purpose of the trip.</li> </ul>		

## DURING TRAVEL

IN STATE	OUT OF STATE	INTERNATIONAL
<p><b>Meals</b></p> <ul style="list-style-type: none"> <li>• <a href="#">GSA Per Diem Rate</a></li> </ul> <p><b>Incidentals</b></p> <ul style="list-style-type: none"> <li>• \$5/day- included in above Per Diem rates</li> </ul> <p><b>Receipts</b></p> <ul style="list-style-type: none"> <li>• Always required for group meals, hotel, car rental, airfare, &amp; registration</li> <li>• Required for \$75 or more on all other expenses</li> </ul>	<p><b>Meals</b></p> <ul style="list-style-type: none"> <li>• <a href="#">GSA Per Diem Rate</a></li> <li>• <a href="#">Alaska, Hawaii &amp; US Possessions Per Diem</a></li> </ul> <p><b>Incidentals</b></p> <ul style="list-style-type: none"> <li>• \$5/day- included in above Per Diem rates</li> </ul> <p><b>Receipts</b></p> <ul style="list-style-type: none"> <li>• Always required for group meals, hotel, car rental, airfare, &amp; registration</li> <li>• Required for \$75 or more on all other expenses</li> </ul>	<p><b>Meals/Incidentals</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Federal Per Diem Rate</a></li> </ul> <p><b>Receipts</b></p> <ul style="list-style-type: none"> <li>• Always required for hotel, car rental, airfare, &amp; registration</li> <li>• Meal receipts are not required</li> <li>• Required for \$75 or more on all other expenses</li> </ul>
<ul style="list-style-type: none"> <li>• Tipping is not to exceed 20% for ground transportation.</li> <li>• Alcohol is non-reimbursable. If alcohol is listed within itemized receipt, you must deduct the alcohol and associated tax &amp; tip</li> <li>• Expenses shall not be paid on behalf of other employees. Each employee is responsible to submit their own expense on their Expense Report.</li> <li>• We recommend downloading the Concur Mobile App on your smart phone. The app can be used to take pictures of your receipts, which will be available within Concur to attach to your Expense Report.</li> <li>• For missing receipts, you will need to fill out the Missing Receipt Affidavit in Concur or use the <a href="#">Missing Receipt Affidavit form</a>. If possible, proof of payment and menu, indicating items purchased, can be used in place of the actual receipt.</li> <li>• Personal items (such as toiletries, clothing, etc.) are not reimbursable.</li> </ul>		

## AFTER TRAVEL

IN STATE	OUT OF STATE	INTERNATIONAL
<ul style="list-style-type: none"> <li>• Complete Expense Report</li> <li>• Attach proof of payments and itemized receipts if applicable: Airfare, Car Rental, Hotel, Group Meals, Registration, Hospitality</li> <li>• Attach all receipts \$75 or more</li> <li>• Mileage - use Google Map within Concur</li> </ul>		<ul style="list-style-type: none"> <li>• Complete Expense Report</li> <li>• Attach proof of payments and Itemized receipts if applicable: Airfare, Car Rental, Hotel, Group Meals, Registration, Hospitality</li> <li>• Attach all receipts \$75 or more</li> <li>• Mileage - use Google Map within Concur</li> </ul>
<ul style="list-style-type: none"> <li>• Expense Reports must be <u>submitted within 60 days from travel end date</u>. Any report 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.</li> <li>• Mileage reimbursement will be for between home and the assignment location or between the normal work location and the assignment location, whichever is less.</li> <li>• Meal reimbursements associated with <u>trips without an overnight stay</u> are not reimbursable.</li> <li>• Travelers will not be reimbursed for airline travel certificates/vouchers or frequent flyer miles that are used for the purchase of transportation tickets.</li> <li>• If you attended a conference, seminar, event, training or meeting an agenda must be attached to show supporting documentation of travel dates and provided meals.</li> </ul>		