

## **ADDENDUM TO CSUF TRAVEL POLICY FOR Office of Sponsored Programs (effective for travel on or after March 31, 2016)**

CSU Fullerton Auxiliary Service Corporation (CSUF ASC), Office of Sponsored Programs (OSP) follows the CSU Fullerton travel policy with certain exceptions for when travel is funded by a Sponsored Program. The following rules apply to sponsored programs including federal and non-federal awards except where grant or contract requirements are more restrictive. Contact your Sponsored Programs Administrator for specific questions regarding the allowability of costs on your award.

### **Travel Restrictions and Allowability**

If travel funds are not budgeted, prior approval from the sponsor may be required. Please check with your Sponsored Programs Administrator in advance if uncertainty exists as to allowability of these expenses. The ASC is under no obligation to reimburse expenses that have not been approved by awarding agency.

Travel will not be reimbursed for any portion of a trip that is for personal travel purposes.

### **PREFERRED VENDORS**

To minimize upfront out-of-pocket costs when booking travel arrangements you have the option of using ASC preferred vendors. When booking through "Your Travel Center", an approved Purchase Order is required and the associated travel cost will be billed directly to your grant.

#### YOUR TRAVEL CENTER

*Best for hotel and airfare*

Canyon Crest Travel  
5225 Canyon Crest Dr. Suite 1-A  
Riverside, CA 92507  
951-788-7611 –office  
[www.travelleaders.com/riversideca](http://www.travelleaders.com/riversideca)

#### ENTERPRISE RENT-A-CAR

1-800-RENT-A-CAR  
[www.enterprise.com](http://www.enterprise.com)  
Corporate Account Number: NACA053  
booking instructions at:  
[http://media.wix.com/ugd/613435\\_3dc6f25de90b4cd6881343a4a785695b.pdf](http://media.wix.com/ugd/613435_3dc6f25de90b4cd6881343a4a785695b.pdf)

### **LODGING**

All claims by travelers for lodging expenses must be supported by receipts. Lodging expense must be reasonable for the area. When traveling to a conference if you choose to stay at a hotel other than the conference location OSP will reimburse traveler up to the posted conference rate.

*Example: Conference has negotiated a room rate of \$179 per night. For convenience or personal preference the traveler chooses to stay at another hotel with a per night rate of \$219.00. The amount reimbursed to travel per night will be \$179 plus applicable taxes.*

### **TRANSPORTATION**

#### **Surface Transportation Used in Lieu of Air Travel**

If advance approval has been obtained, a traveler may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation. The cost of meals and lodging, parking, mileage, tolls, taxis, and ferries incurred while in transit by surface transportation may be reimbursed. Such costs, however, shall not exceed the cost of airfare, based on the lower of the regular coach fare available for the location of travel from a standard commercial air

carrier, plus transportation costs to and from the terminals. Documentation demonstrating the cost of regular coach in effect at the time of travel should be included with the travel claim form. Comparison Quotes for cost of airfare must be dated at least 21 days but no more than 45 days prior to travel.

### **Car Rental**

Reimbursement for car rental may only be for actual and necessary costs as substantiated by receipt. CSUF ASC OSP will reimburse for economy or subcompact cars plus any applicable insurance charges and tax. If you require a larger vehicle you must discuss this with your Sponsored Programs Administrator prior to booking your car rental. Luxury Vehicles, Vans, SUVs , etc. are not allowed for reasons of comfort or convenience only.

Reimbursement for GPS may be allowable with written justification.

### **Airfare**

Airfare is limited to coach class economy fare. Tickets should be purchased in a timely manner; last minute purchases will require a justification including the reason why the ticket was not purchased in a timely manner. Last minute purchases without prior approval may not be fully reimbursable.

Some airlines have begun separate pricing for carry-on only fares; you are allowed to purchase a fare which includes one checked bag. Additional baggage may be reimbursable with a justification.

Paid upgrades or premium add-on are an unallowable expense and not reimbursable.

Airfare that includes extra days for personal time requires a comparison airfare quote for the dates of business travel.

### **RECEIPTS**

Receipts are required for all expenditures including but not limited to the following:

- Air travel. Original receipts must be submitted with the Travel Expense Claim. Boarding Pass must be provided with your travel expense claim form. Air travel is generally limited to coach class fare.
- Travel by any surface common carrier greater than \$5.
- Registration/Conference fees.
- Hotel accommodations (if the receipt is lost, a duplicate copy or statement must be obtained from the hotel).
- Automobile rental (reimbursement for damage waiver or GPS may be allowable with written justification)

Receipts not required for the following expenditures:

- Incidentals (housekeeping, shuttle driver tips, etc.) \$7.00 maximum per day
- Meals

## TIPPING

Meal tips are reimbursed as part of the meal expense.

Taxi tips are part of the Taxi expense

Shuttle driver tips are reimbursed as part of an incidental expense

Housekeeping tips are reimbursed as part of an incidental expense

Bellhop tips are reimbursed as part of an incidental expense

## MEAL ALLOWANCE (Actual meal expense up to \$55 per day plus \$7 for incidentals)

Note: Reimbursement for meals may not be claimed if meals are provided during a flight and/or included in the cost of airfare or conference fee.

When meals are provided, the daily meal allowance will be reduced proportionally as follows:

Breakfast                   \$ 10.00

Lunch                        \$ 15.00

Dinner                      \$ 30.00

*Example: Conference includes breakfast and lunch. Your daily meal allowance will be reduced by \$25 and you may be reimbursed up to \$30 for dinner.*

## FEDERAL FLY AMERICA ACT

Under the Fly America Act, only U.S. carriers shall be used for travel reimbursed from federal grants and contracts, unless one of the following exceptions applies:

- Use of U.S. carrier service would extend travel time, including delay at origin, by 24 hours or more;
- U.S. carriers do not offer nonstop or direct service between origin and destination. However, a U.S. carrier must be used on every portion of the route where it provides service unless, when compared to using an international air carrier, such use would:
  - Increase the number of aircraft changes outside the United States by two or more; or
  - Extend travel time by at least 6 hours or more; or
  - Require a connecting time of 4 hours or more at an overseas interchange point.
- When the costs of transportation are reimbursed in full by a third party, such as an international government or an international agency

Q: What is a U.S. flag air carrier?

A: In general, all airlines based in the United States qualify. Specifically, a U.S. flag air carrier is one that holds a certificate under Section 401 of the Federal Aviation Act of 1958. In addition, travelers are allowed to fly on code share flights operated by foreign carriers. A flight qualifies if a ticket is purchased from a U.S. flag carrier but the aircraft is operated by a foreign airline. Your ticket will identify the U.S. carrier in this case. For example: "AA 1234 operated by QF 4321" (AA = American Airlines, QF = Qantas).

Q: What is a code share flight?

A: The traveler is considered to be on a code share flight if he/she purchases a ticket from one carrier but flies on an aircraft owned by another airline. This would be a ticket that is issued by a U.S. air carrier that states "U.S. air carrier flight XXXX operated by foreign air carrier." There may be a list of code share partners on the U.S. air carrier's website;

however, not all flights on those partner airlines are operated under code share agreements. Only code share flights booked properly through the U.S. carrier are allowable.

Allowable: AA 1234 operated by QF 4321

Unallowable: QF 4321 operated by AA 1234

Q: How do I determine whether a flight is a code share flight?

A: Tickets/electronic receipts include the information necessary to determine if a flight is a qualifying code share. Tickets must be issued by the U.S. flag air carrier and the flight number must use the code of a U.S. carrier (e.g., NWA, UA, AA).

If you have questions before purchasing a ticket, you can contact the airline, which is required by law to answer questions related to code share flights.

Q: What if I'm flying within a foreign country or between two foreign countries?

A: Even when traveling between two foreign locations, a traveler must abide by the Fly America Act regulations.

Q: What if there are no U.S. flights available?

A: You must use a U.S. flag air carrier for all legs of your route on which a U.S. flag air carrier is an option. If a U.S. flag air carrier does not travel to your final destination or does not provide service on a portion of your route, you may use a foreign air carrier only on the leg(s) for which U.S. service is unavailable.

Q: My PI is planning an international trip that is approved under his/her federal award. What issues do I need to consider when booking the airfare?

A: The Fly America Act states that when using federal funds you must use U.S. flag air carriers or flights operated under a U.S. code share agreement to travel to the foreign destination. The easiest way to ensure that you are flying on a U.S. Flag Air Carrier is to book your travel directly through the U.S. flag air carrier. Using a travel website such as Expedia, Travelocity, etc. can cause confusion, as these websites are designed to find the lowest fares regardless of air carrier.

Q: Do trainees, students, consultants or other non- University personnel have to follow the Fly America Act?

A: Yes, the Fly America Act must be utilized by all individuals who are seeking reimbursement for travel costs on a federal award. In addition, international collaborators and consultants must also follow this regulation. Please make sure to work with international consultants before they make flight arrangements to ensure that they are aware of U.S. air carrier restrictions.

Q: In researching available flights, we discovered that booking a flight on a foreign air carrier costs substantially less than booking a flight on a U.S. air carrier. We want to save the award funding for other research-related purposes. Is this an allowable exception to the Fly America Act?

A: No, the Fly America Act specifically states that the decision to use a foreign air carrier service must not be made solely based on the cost of the ticket.

Q: If I book the airfare through CSUF and ASC preferred travel vendors, do I still need to check to confirm that the flight meets U.S. flag air carrier criteria?

A: Yes, it is still your responsibility to ensure that the flight meets the U.S. flag air carrier criteria. However, you should inform the preferred vendor that the traveler is using federal funds.