



Travel Operations
College Park 300
Email: travel@fullerton.edu

**EMPLOYEE TRAVEL (travel on or after 4/1/11)
Policy and Procedures for Business Travel and Prepayment Request**

If the traveler is currently employed by CSU Fullerton (state employee – faculty, staff or student employee/job related) and traveling on University business, prepare CSUF Travel Request 4 – 6 weeks prior to the departure date to allow sufficient time to obtain the traveler’s signature and required approvals.

Submit approved CSUF Travel Request (if registration fees, attach a copy of the registration form) to Travel Operations (CP-300) prior to the travel dates and regardless of funding source (state funds, CSUF ASC funds, CSFPF funds, ASI / IRA funds, zero dollars, etc.).

Travel Operations only assigns a document number if the travel expenses will be paid by state funds.

Date, Document Number, Faculty/Staff, and Revision:

- Date (Informed Filler will fill in the current date)
- Faculty/Staff (check the box)
- Document Number (LEAVE BLANK unless this is a Revision and a document number was assigned – TRxxxxxx)
- If Revision, Check Here (check the box if this is a revised Travel Request)

Traveler, Preparer, and Campus Information:

- Name of CSUF Employee (traveler must be currently employed by CSU Fullerton – state employee)
- CWID (Campus Wide ID number)
- Title of CSUF Employee
- Department ID
- Department Name
- Preparer’s Name
- Preparer’s Phone No.
- Preparer’s Email

Travel Information:

1. Business Purpose of Trip
The business **purpose** of trip is required.
2. Trip Destination
Trip destination is required (**the name of the city and state or the name of the city and country**).

Foreign travel liability insurance is required for most international travel (including U.S. Possessions). Contact Risk Management at extension 7346 to obtain foreign travel liability insurance.

3. Departure Date and Time
The **departure date** and **departure time** (use military time) of the trip are required.
4. Return Date and Time
The **return date** and the **return time** (use military time) of trip are required.

Subsistence expenses consist of lodging, meals and incidental expenses.

The applicability for reimbursement of these expenses begins when the traveler leaves his/her residence or normal work location (whichever occurs last) and ends when the traveler arrives back to residence or work location (whichever occurs first).

5. Estimated Expenses
Fill in the estimated expenses for #5A through #5G.
5. A. Conference or Registration Fees
If conference or registration fees, fill in amount. **A copy of the registration form must be attached to the Travel Request.** For only faculty, staff or student employee (job related), may also include the membership fee if traveling to a conference. Fee for an exhibitor table or the cost to purchase a table at an event (refer to 5.G.).



EMPLOYEE TRAVEL (travel on or after 4/1/11)
Policy and Procedures for Business Travel and Prepayment Request

If fees were charged to a Procurement Card, a copy of the itemized receipt showing proof of payment must be attached to the Travel Expense Claim and the original receipt must be attached to the Procurement Card statement.

If fees were charged to the traveler's personal credit card or paid by a University check, an original itemized receipt showing proof of payment must be attached to the Travel Expense (credit card statement or bank statement is not a receipt).

5. B. **Meals** (excluding alcohol and/or tobacco)

Meal expenses are not allowed within 25 miles of the traveler's headquarters or traveler's residence.

If a registration or other fee for a conference, convention, symposium, training, workshop, business meeting, etc. includes meals, claims for meal expenses also may not be submitted. In the event the traveler must forgo the provided meal for health reasons, **an original itemized receipt must be submitted for the meal that was purchased in lieu of the provided meal.** Also, an explanation from the traveler for the purchase must be attached to the Travel Expense Claim. The amount claimed for the purchased meal must not exceed the maximum meal reimbursement amount.

Travelers must pay for their own meals with personal funds (cash or personal credit card) while on University-related travel. Refer to 5.G. for a business meal with University guests.

Travelers **MAY NOT** charge their meals to a Procurement Card. If meals are charged to a Procurement Card by mistake, the traveler must repay the University for a disallowed expense charged to a Procurement Card. To reimburse the University at the CSUF Cashier located in UH-180, complete a Reimbursement or Deposit to University Account form. [Click here](#). Submit the completed Reimbursement or Deposit to University Account form and a personal check to the Cashier. Obtain an original receipt from the Cashier. A copy of the receipt must be attached to the Travel Expense Claim and the original receipt must be attached to the Procurement Card statement.

Meal Reimbursement Changes

- Per Meal limits (\$10, \$15, \$25) no longer applicable
- Itemized receipt required for any meal expense of **\$25 or more**
- Total amount for meals claimed per day must not exceed the \$55 per day limit

Meals – travel less than 12 hours without an overnight stay (contiguous 48 states)

Example: 7 a.m. to 6 p.m. = 11 hours

- No reimbursement for meals

Meals – travel less than 24 hours without an overnight stay (contiguous 48 states)

Example: 5 a.m. to 11 p.m. = 18 hours

- No reimbursement for meals

Meals – travel less than 24 hours without an overnight stay (contiguous 48 states)

Exception:

- If the employee is inconvenienced by being required to depart before 5 a.m., the actual expense for breakfast may be claimed (per Meal limit \$10 for breakfast no longer applicable)
 - Reimbursed breakfast expense is reportable and taxable, itemized receipt required for any meal expense of \$25 or more, total amount for meals claimed per day must not exceed the \$55 per day limit
- If the employee is inconvenienced by being required to arrive home after 11 p.m., the actual expense for dinner may be claimed (per Meal limit \$25 for dinner no longer applicable)
 - Reimbursed dinner expense is reportable and taxable, itemized receipt required for any meal expense of \$25 or more, total amount for meals claimed per day must not exceed the \$55 per day limit
- Under no circumstances will expenses for lunch be reimbursed for travel of less than 24 hours without an overnight stay (except POST Training – Commuter Lunch Meal Reimbursement per the POST Administrative Manual)
 - POST Training – actual expense for lunch is reportable and taxable, itemized receipt required for any meal expense of \$25 or more, total amount for meals claimed per day must not exceed the \$55 per day limit

Meals – travel less than 24 hours and includes an overnight stay (contiguous 48 states)

Example: 7 p.m. to 3 p.m. next day = 20 hours

- Actual meal expenses incurred may be claimed only if the travel is greater than 25 miles from the traveler's headquarters or residence



EMPLOYEE TRAVEL (travel on or after 4/1/11)
Policy and Procedures for Business Travel and Prepayment Request

- Expenses incurred for meals that were included with registration or other fees will not be reimbursed (unless there is a valid health reason)
- Total amount for meals claimed per day must not exceed the \$55 per day limit
- Itemized receipt required for any meal expense of \$25 or more
- Per Meal limits (\$10, \$15, \$25) no longer applicable

Meals – travel greater than 24 hours (contiguous 48 states)

Example: 8 a.m. on day 1 to 6 p.m. on day 2 = 34 hours

- Actual meal expenses incurred may be claimed only if the travel is greater than 25 miles from the traveler's headquarters or residence
- Expenses incurred for meals that were included with registration or other fees will not be reimbursed (unless there is a valid health reason)
- Total amount for meals claimed per day must not exceed the \$55 per day limit
- Itemized receipt required for any meal expense of \$25 or more
- Per Meal limits (\$10, \$15, \$25) no longer applicable

Meals (Alaska, Hawaii, and U.S. Possessions)

- Travelers may claim a meal per diem for the destination of travel
- Rates (Local Meals for a location) are set by the Department of Defense
- Link: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
- Partial days are pro-rated according to duration spent in location. For partial days, hours should be rounded to the nearest quarter day as follows:
 - 3 hours up to 9 hours equals ¼ day or 25% (of the Local Meals Rate)
 - 9 hours up to 15 hours equals ½ day or 50% (of the Local Meals Rate)
 - 15 hours up to 21 hours equals ¾ day or 75% (of the Local Meals Rate)
 - 21 hours up to 24 hours equals 1 day or 100% (of the Local Meals Rate)
- If a meal is provided, the Local Meals Rate must be reduced by the value of the furnished meal. If the actual value of the meal is not known, the traveler may provide an estimated cost.
- A copy of the Local Meals Rate for that location (including calculations for partial days and deductions from the Meal Allowance) must be attached to the Travel Expense Claim
- Receipts are not required

Meals (international)

- Travelers may claim a meal per diem for the destination of travel
- M & IE (meal and incidentals for a location) are maintained by the US Department of State
- Link: http://aoprals.state.gov/web920/per_diem.asp
- Partial days are pro-rated according to duration spent in location. For partial days, hours should be rounded to the nearest quarter day as follows:
 - 3 hours up to 9 hours equals ¼ day or 25% (of the Meal Allowance Rate)
 - 9 hours up to 15 hours equals ½ day or 50% (of the Meal Allowance Rate)
 - 15 hours up to 21 hours equals ¾ day or 75% (of the Meal Allowance Rate)
 - 21 hours up to 24 hours equals 1 day or 100%
- If a meal is provided, the M & IE Rate must be reduced by the value of the furnished meal. If the actual value of the meal is not known, the traveler may provide an estimated cost.
- A copy of the Foreign Per Diem Rates (including calculations for partial days and deductions from the Meal Allowance) must be attached to the Travel Expense Claim
- Receipts are not required

5.C. Lodging

If there will be lodging expenses (**room rate plus applicable taxes only**), fill in the amount.

Travel Packages

- Each aspect of the travel package must be **separately itemized** (e.g., itemized hotel charges, airfare, rental car) for reimbursement or allowable Procurement Card charge
- No business-related travel should be booked through a vendor unless the traveler has confirmed with the vendor that each aspect of the package will be separately itemized on the receipt

EMPLOYEE TRAVEL (travel on or after 4/1/11)
Policy and Procedures for Business Travel and Prepayment Request

Lodging expenses are not allowed within 25 miles of the traveler's headquarters or residence. A traveler may secure lodging when traveling on business more than 25 miles (one way) from their headquarters or residence, whichever is closer.

Exceptions: Lodging expenses are allowed within 25 miles of the traveler's residence for a CSUF division retreat or a written justification letter signed by the President or his/her designee must be attached to the Travel Request or Travel Expense Claim.

A reservation for reasonable lodging should only be made after an approved Travel Request has been submitted to Travel Operations (CP-300) and the traveler has received an email notification with the assigned travel document number.

The traveler should attempt to have the Occupancy Tax waived for all hotel/motel rooms for an overnight stay in California. It is recommended to inquire about this when making hotel/motel reservations. Prior to travel, complete the Hotel/Motel Occupancy Tax Waiver form and present it to the hotel/motel when checking in. Click [here](#) to download the Hotel/Motel Transient Occupancy Tax Waiver form.

The traveler should ask the hotel to provide verification of single room cost if he/she takes a companion. Reimbursement is at the single room rate.

Personal expenses such as in-room movies, room service, personal phone calls, and in room mini bar must be paid for with personal funds. These expenses may not be charged to a Procurement Card.

Lodging – travel less than 30 days

- Overnight travel within the 48 contiguous states, Alaska, Hawaii and U.S. Possessions will be reimbursed according to actual expenses as supported by original itemized receipts
- Lodging in international destination will be reimbursed in accordance with the Federal Maximum Travel Per Diem Allowances for Foreign Areas published by the U.S. Department of Defense http://aoprals.state.gov/web920/per_diem.asp and receipts will not be required

Lodging – travel less than 30 days (non-commercial facilities)

- When non-commercial facilities such as cabins, house trailers, vans, field camping equipment, or other such facilities are used, the traveler shall be reimbursed a daily amount based on an estimate of actual expenses up to 100% of the applicable federal per diem lodging rate for the appropriate geographic area

Lodging – travel 30 days or more

- Maximum lodging per diem determined by Authorized Approver cannot exceed the Federal Per Diem for area (no receipts required)

Lodging – travel in excess of one year

- Per Diem up to 150% of 30 day per diem (no receipts required)

Lodging with a friend or relative

- When a traveler lodges with a friend or relative while on official University business (in lieu of lodging), a non-cash gift, such as flowers, a plant, groceries, or a restaurant meal, may be provided to the host (only one reimbursable gift per trip may be provided to a host)
- The actual cost of such a gift may be reimbursed up to \$75 on a per trip basis
- Itemized receipt must be provided for gifts costing \$25 or more
- No alcohol, cash or gift cards allowed

If the lodging was charged to a Procurement Card, a copy of the itemized receipt showing proof of payment must be attached to the Travel Expense Claim and the original receipt must be attached to the Procurement Card statement.

If the lodging was charged to the traveler's personal credit card, an original itemized receipt showing proof of payment must be attached to the Travel Expense Claim (credit card statement or bank statement is not a receipt).

- 5.D. Private Vehicle Mileage (no reimbursement when the traveler uses a privately owned motorcycle or motor-driven cycle)
If a private vehicle will be used for travel on approved University business, fill in private vehicle mileage. The amount is calculated by Informed Filler.



**EMPLOYEE TRAVEL (travel on or after 4/1/11)
Policy and Procedures for Business Travel and Prepayment Request**

The mileage reimbursement rate is 0.50 per mile for travel on January 1, 2010 through December 31, 2012.

Expenses for travel between the traveler's residence and normal work location (commuting expense) shall not be allowed.

Normal Work Location is defined as the place where the major portion of an employee's working time is spent or the place to which the employee's department determines what constitutes an individual employee's work location for the purpose of these procedures.

Mileage expenses may be allowed between the traveler's residence and the common carrier or destination if University business travel occurs during the traveler's non-working hours, or during a regularly schedule day off.

When a traveler is authorized to drive a private vehicle to or from a common carrier terminal, mileage may be reimbursed as follows:

- a) One round trip, including parking for the duration of the trip; or
- b) Two round trips, including short-term parking expenses when an employee is driven to a common carrier

When the **traveler decides to drive a private vehicle instead of flying to a travel destination**, the traveler will be reimbursed only for the lesser of the transportation expense (either mileage reimbursement or mileage up to the airfare equivalent). **Documentation showing the lowest available airfare** must be attached to the Travel Expense Claim.

School Site Teach Candidate Supervisor (CALState TEACH)

In their roles as School Site Teacher Candidate Supervisors, faculty will be reimbursed in accordance with the Memorandum of Understanding between the California Faculty Association and California State University. This Memorandum may be found at http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml

No reimbursement for private vehicle repairs or gasoline.

Mileage from CSUF to some frequently visited locations (one way)

- Azusa Pacific University – 24 miles
- Cal Poly Pomona – 15 miles
- Cal State Fullerton Irvine Campus (new campus located at 3 Banting) - 21 miles
- Cal State Fullerton Irvine Campus (old campus located at 7314 Trabuco Road) - 19 miles
- CSU Bakersfield - 141 miles
- CSU Dominguez Hills, Carson - 24 miles
- CSU Fresno - 253 miles
- CSU Long Beach - 25 miles (Note: until the 7th Street Bridge reopened on April 29, 2012 - mileage was temporary 27 miles to CSULB during the closure of the 7th Street Bridge)
- CSU Los Angeles - 27 miles
- CSU Northridge – 56 miles
- CSU San Bernardino - 53 miles
- Chancellor's Office, Long Beach – 31 miles
- John Wayne (Orange County) Airport – 17 miles
- Los Angeles International Airport – 36 miles
- Ontario International Airport – 27 miles
- Rio Hondo Community College, Whittier - 23 miles
- San Diego State University – 99 miles
- UC Irvine - 20 miles

- 5.E. Rental Car, Rental Truck, University Vehicle
If a rental car will be used for travel, check the box and fill in the amount.

Travel Packages

- Each aspect of the travel package must be **separately itemized** (e.g., itemized hotel charges, airfare, rental car) for reimbursement or allowable Procurement Card charge



EMPLOYEE TRAVEL (travel on or after 4/1/11)
Policy and Procedures for Business Travel and Prepayment Request

- No business-related travel should be booked through a vendor unless the traveler has confirmed with the vendor that each aspect of the package will be separately itemized on the receipt

A reservation for a rental car should only be made after an approved Travel Request has been submitted to Travel Operations (CP-300) and the traveler has received an email notification with the assigned travel document number

- Extra charges (damage waiver, GPS, Sirius Satellite Radio, etc.) may not be charged to a Procurement Card and the traveler may not be reimbursed for these expenses
- **Enterprise Rent A Car** is the preferred vendor
- For travel within the United States, insurance is included in the CSUF Fullerton rates with Enterprise
 - The traveler may purchase additional insurance offered by Enterprise or another rental car company; however, if additional insurance is selected, the insurance may not be charged to a Procurement Card and the traveler may not be reimbursed for the expense
- For international travel (including U.S. Possessions), contact Risk Management at (657) 278-7346 for guidance on obtaining the recommended insurance coverage (liability, theft, and collision) for a rental car
 - Since the University's contract with Enterprise does not extend to international travel, Risk Management recommends that the traveler purchase insurance coverage and the traveler may be reimbursed for this expense
 - Enterprise has rental car locations in Canada, Germany, Ireland, and United Kingdom
 - For other foreign locations, you may select another rental car company
- If the rental car was charged to a Procurement Card, a copy of the itemized receipt showing proof of payment must be attached to the Travel Expense Claim and the original receipt must be attached to the Procurement Card statement
- If the rental car was charged to the traveler's personal credit card, an original itemized receipt showing proof of payment must be attached to the Travel Expense Claim (credit card statement or bank statement is not a receipt)

If a rental truck will be used for travel (attach a justification memo), check the box and fill in the amount.

- A reservation for a rental truck should only be made after an approved Travel Request has been submitted to Travel Operations (CP-300) and the traveler has received an email notification with the assigned travel document number
- Extra charges (damage waiver, GPS, Sirius Satellite Radio, etc.) may not be charged to a Procurement Card and the traveler may not be reimbursed for these expenses
- **Enterprise rental truck** is the preferred vendor
- If the rental truck was charged to a Procurement Card, a copy of the itemized receipt showing proof of payment must be attached to the Travel Expense Claim and the original receipt must be attached to the Procurement Card statement
- If the rental truck was charged to the traveler's personal credit card, an original receipt showing proof of payment must be attached to the Travel Expense Claim (credit card statement or bank statement is not a receipt)

To make a car/truck reservation with **Enterprise Rent A Car** for a CSUF employee on University business:

- A reservation for a rental car or rental truck must be made after receipt of email notification with assigned travel document number from Travel Operations
- Traveler must be 21 or older and on approved University business
- Contact Enterprise or access the Enterprise website
 - (800) 228-2325
 - www.enterprise.com
- If renting a vehicle from Enterprise in the Fullerton area, call Andy Wirz at the Enterprise Fullerton Office and the CSUF employee may request to be picked up
 - Andy Wirz, Branch Manager
 - 729 W. Commonwealth Ave., Fullerton, CA 92832
 - (714) 525-7172
- Provide **NA30CSF** (CSUF Corporate Number) and **CSU** (first 3 characters of the Account's name)
 - CSUF Corporate number is required to obtain the CSU Fullerton rates and insurance
 - Insurance is included in the CSU Fullerton rates with Enterprise
 - The traveler may purchase additional insurance offered by Enterprise; however, if additional insurance is selected, the insurance may NOT be charged to a Procurement Card and the traveler will NOT be reimbursed for this expense

EMPLOYEE TRAVEL (travel on or after 4/1/11)
Policy and Procedures for Business Travel and Prepayment Request

- Base Daily Rate for Compact & Intermediate Vehicles is \$36.46
- Base Daily Rate for Trucks is \$104.99
- Present a valid Driver's License, University-issued Procurement Card or personal credit card, and employee's CSUF ID/Titan Card when picking up the vehicle to obtain the CSU Fullerton rates and insurance
- Pay for the vehicle using a University-issued Procurement Card or personal credit card
- If the rental car/truck was charged to a Procurement Card, a copy of the itemized receipt showing proof of payment must be attached to the Travel Expense Claim and the original receipt must be attached to the Procurement Card statement
- If the rental car/truck was charged to the traveler's personal credit card, an original receipt showing proof of payment must be attached to the Travel Expense Claim (credit card statement or bank statement is not a receipt)

If a **University vehicle** will be used for travel (only for University Police, Physical Plant, etc.) check the box.
[Discontinuation of Campus Motorpool](#)

5.F. Airfare

If there will be economy-class/coach airfare expenses (upgrades to business class or first class, early bird check-in fee, Even More Space, extra leg room, etc. may not be charged to a Procurement Card or claims may not be submitted), fill in the amount.

Travel Packages

- Each aspect of the travel package must be **separately itemized** (e.g., itemized hotel charges, airfare, rental car) for reimbursement or allowable Procurement Card charge
- No business-related travel should be booked through a vendor unless the traveler has confirmed with the vendor that each aspect of the package will be separately itemized on the receipt

Taxability of international travel with personal use

According to IRS, in the event if BOTH of the following conditions are met (a portion of the common business expenses is taxable to the traveler, including airfare costs and baggage airfare related fees):

- Total period of trip is longer than one week and at least 25% of the trip is personal
- Examples
 - Trip is 10 days (8 days business and 2 days personal) – 80 % is business and 20 % personal is considered non-taxable since personal days is less than 25% of trip and trip is longer than one week
 - Trip is 10 days (4 days business and 6 days personal) – 40 % is business and 60% personal is considered taxable since personal days is at least 25% of trip is personal and trip is longer than one week

Questions regarding the **taxability of international travel with person use**, contact the **University Tax Compliance Manager** at (657) 278-5671.

A reservation for reasonable airfare should only be made after an approved Travel Request has been submitted to Travel Operations (CP-300) and the traveler has received an email notification with the assigned travel document number

- Purchase the airline ticket directly from an airline, travel agency, or online via the internet
- The traveler may purchase additional insurance; however, the additional insurance may not be charged to a University issued credit card and the employee will not be reimbursed for this expense.
- If the airfare was charged to a University issued credit card, a copy of the receipt showing proof of payment must be attached to your Travel Expense Claim and the original receipt must be attached to the Procurement Card statement
- If the airfare was charged to your personal credit card, an original receipt showing proof of payment must be attached to your Travel Expense Claim (credit card statement or bank statement is not a receipt)

The traveler may claim reimbursement for checked baggage that is considered reasonable and necessary for the business purpose and length of the trip. The approving authority is responsible for determining if the baggage fees are appropriate. Department approval may request the traveler to provide a justification memo.

Travelers' reimbursed from federal grants and contracts must only use U.S. carriers under the Fly America Act 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



**EMPLOYEE TRAVEL (travel on or after 4/1/11)
Policy and Procedures for Business Travel and Prepayment Request**

- 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
 - Extend travel time by at least 6 hours or more
 - 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

Reimbursement of travel on an international air carrier may be denied in the absence of such justification.

- 5.G. Miscellaneous: shuttle (including airport limousine service, if appropriate), taxi, economy-class train, bus, self parking, business telephone calls, internet, business meals (excluding alcohol beverages and tobacco) with an official University guest(s), incidentals, fee for an exhibitor table at an event, cost to purchase a table at an event, etc.

If there will be miscellaneous expenses (i.e. shuttle, taxi, economy-class train, self parking, travel booking fees, business telephone calls, business fax/computer use charges, approved business meals with University guests, incidentals, fee for an exhibitor table at an event, cost to purchase a table at an event, etc.), fill in the amount.

An approved Directive 11 for business meals (excluding alcohol beverages and tobacco) while on travel with an official University guest(s) and an itemized receipt must be attached to the Travel Expense Claim.

An approved Directive 11 to purchase a table at an event and a copy of the invitation must be attached to the Travel Request.

Passport fees and Visa fees may not be charged to a Procurement Card and the traveler may not be reimbursed for these expenses.

Limos, upgrades to business class on a train, personal telephone or fax/computer use charges, valet parking, and FastTrack may not be charged to a Procurement Card and the traveler may not be reimbursed for these expenses.

Non-Reimbursable Expenses: FastTrack (or equivalent)

- Exceptions for FastTrack expenditures that arise because of special or unusual circumstances must be documented and approved by the appropriate approving authority.

If trip exceeds six day, expenses for local and long-distance telephone calls (including one reasonable brief, non-emergency, personal call home per day); and laundering, cleaning, or pressing of clothing may be claimed.

If there is only valet parking at the hotel, **a document from the hotel stating only valet parking** must be attached to the Travel Expense Claim.

An incidental expense includes fees and tips given to porters, baggage carriers, bellhops, hotel housekeepers, etc.

Incidentals may not be claimed for travel less than 24 hours.

Incidentals – travel greater than 24 hours (contiguous 48 states)

- Incidental expenses may be claimed only if the travel is greater than 25 miles from the traveler's headquarters or residence
- Actual expense incurred up to the daily limit of \$7
- Receipts are not required

Incidentals (Alaska, Hawaii, and U.S. Possessions)

- Travelers may claim an incidental per diem for the destination of travel
- Rates (Local Incidental Rate for a location) are set by the Department of Defense
- Link: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
- Receipts are not required

Incidentals (international)

- Travelers may claim an incidental per diem for the destination of travel

**EMPLOYEE TRAVEL (travel on or after 4/1/11)
Policy and Procedures for Business Travel and Prepayment Request**

- M & IE (meal and incidentals for a location) are maintained by the US Department of State
- Link: http://aoprals.state.gov/web920/per_diem.asp
- Receipts are not required

If a miscellaneous expense was charged to a Procurement Card, a copy of the itemized receipt showing proof of payment must be attached to the Travel Expense Claim and the original receipt must be attached to the Procurement Card statement.

If a miscellaneous expense was charged to the traveler's personal credit card, an original itemized receipt showing proof of payment must be attached to the Travel Expense Claim (credit card statement or bank statement is not a receipt).

5.H. Total Estimated Expenses

The amount is calculated by Informed Filler. If the amount is \$0.00 or the travel expenses will be paid by Auxiliary Services funds, a travel document number will not be assigned.

6. Authorized Amount Not To Exceed

If a Department does not wish to exceed a maximum amount, fill in the maximum amount. If no expenses will be incurred, fill in \$0.00. If the amount is \$0.00 or the travel expenses will be paid by Auxiliary Services funds, a travel document number will not be assigned.

7. Charges To Accounts

Fill in the required fields and amount(s) for state funds, CSUF ASC funds, CSFPPF funds, or ASI / IRA funds.

For state funds, the required fields are account (6), fund (5), and department (5).

- Account 660848 – only the amount for Registration/Conference Fees (training & professional development)
- Account 660849 – only the amount for Registration/Conference Fees (meeting without training)
- Account 606001 – In-State Travel (excluding registration/conference fees)
- Account 606002 – Out-of-State Travel (excluding registration/conference fees)
- Account 606802 – International Travel (excluding registration/conference fees)
- Account 660840 – Employee in-state and out-of-state travel expenses for faculty recruitment while on approved travel
- Account 660842 – Employee interview meal expenses for faculty recruitment while on approved travel

For state funds, the optional fields are program (4), class (5), and project (8).

Authorized Amount Not To Exceed #6 is \$0 (the total amount in Charge to Accounts #7 must also be \$0)

Example:

- Total Estimated Expenses #5-H is **\$400**
- Authorized Amount Not To Exceed #6 is **\$0.00**
- The total amount in Charge to Accounts #7 must equal **\$0.00**

Example:

- Total Estimated Expenses #5-H is **\$0.00**
- Authorized Amount Not To Exceed #6 is **\$0.00**
- The total amount in Charge to Accounts #7 must equal **\$0.00**

Amount listed on Authorized Amount Not To Exceed #6 (the total amount in #7 must equal amount on #6)

Example:

- Total Estimated Expenses #5-H is **\$1200.00**
- Authorized Amount Not To Exceed #6 is **\$800.00**
- The total amount in Charge to Accounts #7 must equal **\$800.00**



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**EMPLOYEE TRAVEL (travel on or after 4/1/11)
Policy and Procedures for Business Travel and Prepayment Request**

Authorized Amount Not To Exceed #6 is blank (the total amount in #7 must equal the Total Estimated Expenses #5.H.)

Example:

- Total Estimated Expenses #5-H is **\$900.00**
- Authorized Amount Not To Exceed #6 is **BLANK**
- The total amount in Charge to Accounts #7 must equal **\$900.00**

Example:

- Total Estimated Expenses #5-H is **\$0.00**
- Authorized Amount Not To Exceed #6 is **BLANK**
- The total amount in Charge to Accounts #7 must equal **\$0.00**

8. Travel Prepayment (Registration Fee)

If the vendor does not accept credit cards and/or the vendor is not another CSU campus, a travel prepayment may be requested for the registration fees, fee for an exhibitor table at an event or cost to purchase a table at an event.

For only faculty, staff or student employee (job related), may also include the membership fee if traveling to a conference.

To request a travel prepayment payable to the vendor for the registration fees, fill in payable to (name of the vendor), amount, and required date.

A copy of the registration form with the required information (payee, remit address, phone number and amount) must be attached to the Travel Request. An approved Membership Justification Form is not required.

If vendor is not set up in the Accounts Payable system, a completed 204 Form is required.

9. Check the Appropriate Box That Will Be Used For Travel

University issue credit card

- If a Procurement Card will be used for travel, check the box
- Travel document number is required prior to charging travel expenses to a Procurement Card

CSU Cash Posting Request (registration fee)

- Per the Chancellor's Office, we no longer issue checks for registration fees to the campuses
- The CSU campus holding the event and collecting the registration fees should prepare and submit the CSU Cash Posting Order Request Form to the Chancellor's Office
- Check the box CSU Cash Posting Request

10. Completed Driving Requirements

<http://riskmanagement.fullerton.edu/RiskManagement/UniversityDrivingGuidelines/>

Questions about these requirements, contact the Office of University Risk Management on ext. 4937.

If completed the driving requirements listed below, check the box.

Private Vehicle:

- **Be 18 years of age or older, must have a valid California or other State driver's license, and have not been issued more than three moving violations or have been responsible for more than three accidents (or any combination or more than three thereof) during the past twelve month period.** The driver and all passengers in any vehicle driven on University business must wear a seat belt and all accidents must be reported to University Police or the Office of University Risk Management within 48 hours.
- **AUTHORIZATION TO OBTAIN DRIVING RECORDS FROM THE DEPARTMENT OF MOTOR VEHICLES** (INF 254 – Request for Driver's License Information) is required if driving a private vehicle on University business.
[Click here.](#)
 - Submit the completed INF 254 form to University Police, UPD
 - A new completed INF 254 form must be submitted to University Police every four years

**EMPLOYEE TRAVEL (travel on or after 4/1/11)
Policy and Procedures for Business Travel and Prepayment Request**

- **AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS (STD 261)** is required if driving a private vehicle on University business. [Click here.](#)
 - Submit a copy of the approved STD 261 form or renewal form with the required approval (traveler's supervisor) to Travel Operations (CP-300) or fax a copy to 278-5816 every fiscal year (July 1st to June 30th)
 - If driver's license expiration date on form has expired, must update before submitting a renewal copy
- The **University on-line Defensive Driver Training** must be completed once every four years if driving a private vehicle on University business.
 - Contact the Employee Center employeetrainingcenter@fullerton.edu or ext. 2064 for assistance

Rental Vehicle or University Vehicle:

- **Be 18 years of age or older, must have a valid California or other State driver's license, and have not been issued more than three moving violations or have been responsible for more than three accidents (or any combination or more than three thereof) during the past twelve month period.** The driver and all passengers in any vehicle driven on University business must wear a seat belt and all accidents must be reported to University Police or the Office of University Risk Management within 48 hours.
- **AUTHORIZATION TO OBTAIN DRIVING RECORDS FROM THE DEPARTMENT OF MOTOR VEHICLES (INF 254 – Request for Driver's License Information)** is required if driving a rental vehicle or University Vehicle on University business. [Click here.](#)
 - Submit the completed INF 254 form to University Police, UPD
 - A new completed INF 254 form must be submitted to University Police every four years
- The **University on-line Defensive Driver Training** must be completed once every four years if driving a rental vehicle or University vehicle on University business.
 - Contact the Employee Center employeetrainingcenter@fullerton.edu or ext. 2064 for assistance

11. Traveler's Signature

The traveler's signature is required (signature must be original).

I understand that **foreign travel liability insurance** is required for most international travel (including U.S. Possessions) and that I should contact the Office of University Risk Management at extension 7346 to obtain this coverage if I am traveling internationally.

I am in possession of a valid California or other State driver's License. I certify that I have not been issued more than three moving violations or have been responsible for more than three accidents (or any combination or more than three thereof) during the past twelve month period.

I understand that I and any passengers in any vehicle driven on University business must wear a seat belt, and that I must report all accidents to University Police or the Office of University Risk Management within 48 hours. I understand that to drive on University business, I must have submitted an original "AUTHORIZATION TO OBTAIN DRIVING RECORDS FROM THE DEPARTMENT OF MOTOR VEHICLES" form (INF 254) form to University Police, submitted a copy of the approved "AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS" form (STD 261) form to Travel Operations (if driving a private vehicle), and completed University approved defensive driver training within the last four years.

I agree to submit my TRAVEL EXPENSE CLAIM for this trip within 30 days from the return date and repay the balance, if any, of unexpected travel money advanced. I understand that the State may deduct the amount advanced from funds payable by the State to me, including any State salary warrant(s). If my travel involves driving a State, private or rental vehicle, I certify that I meet the requirements set forth in the Travel Policy <http://finance.fullerton.edu/Controller/Travel/PolicyAndProcedures.aspx>.

12. Approval(s)

I am authorized to approve this travel and adequate funds for available. In addition, I certify that this travel serves a University business purpose.

Regardless of funding source or zero dollar Business Travel Requests,

- **Division vice President/Designee must approve per the President's Delegation Authority**
- **Division Vice President and President must approve for all international travel (including U.S. Possessions)**



Travel Operations
College Park 300
Email: travel@fullerton.edu

EMPLOYEE TRAVEL (travel on or after 4/1/11)
Policy and Procedures for Business Travel and Prepayment Request

Exceptions must be authorized in writing by the President or his/her designee.

- Exceptions may be granted due to extenuating circumstances and an exception must be documented. An approved exception will only be reimbursed for actual costs incurred, provided such costs are deemed to be ordinary, reasonable, not extravagant, and necessary under the circumstances.

All Signatures must be original. Submit the approved form to Travel Operations, CP-300 prior to departure date.

Accounts Payable/Travel Operations Use Only

- Leave blank (completed by Travel Operations).

If the trip was cancelled and no travel expenses were incurred by the traveler or the University, send an email with the traveler's name, document number, and statement to close out the Travel Request to travel@fullerton.edu.

If the trip was cancelled and travel expenses were incurred by the University, an approved Travel Expense Claim must be submitted to Travel Operations (CP-300).