

TRAVEL POLICY #109

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| Policy Administrator: | Executive Director or designee |
| Authority: | Section 89900 of the Education Code and Section 42400 of Title 5 of the California Code of Regulations |
| Effective Date: | 11/15/82 |
| Updated: | 6/23/22CSUF Travel Policy and Procedures |
| Cross References: | |

Policy Statement: CSU Fullerton Auxiliary Services Corporation (ASC) reimburses for business-related expenses for essential travel on official business. Travel costs are the expenses for transportation, lodging, subsistence and related costs incurred by employees or other authorized personnel who are in travel status on official ASC business.

Background: Travelers to be reimbursed under this policy are required to be reimbursed at the lower of actual expenses versus Established Rate. The most appropriate “Established Rate” to be applied to such travel reimbursement is that of California State University, Fullerton.

There is no applicable statute or other state requirement regarding a wholly different class of travel reimbursements, namely, those made for travel by representatives of nonprofit corporations where the funding is not from state sources. Considering the foregoing, ASC has decided to accept CSUF’s Travel Policy and Procedures as its general travel policy.

Exceptions: For two reasons, it is necessary and expedient for ASC to provide within its general travel policy for exceptions to its usual travel reimbursement standards:

1. Because the general policy standards are worded in rigid terms which may not be cost-effective when applied to all circumstances.
2. CSUF’s Travel Policy and Procedures does not speak to exceptions when non-state (ASC) funds are used. Accordingly, ASC policy delegates to the Executive Director the authority to make exceptions to the foregoing travel reimbursement standards in such cases where the circumstances warrant an exception on grounds of either cost effectiveness. In addition, ASC policy delegates to the Board Treasurer/Assistant Secretary the authority to make exceptions regarding travel reimbursements to the Executive Director.

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