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CSULB Travel Procedures

III. TRAVEL PAYMENT METHODS

A. Prepaid Expenses and Direct Charges

Prepaid expenses, such as transportation tickets and conference fees, as well as, lodging and meals for group travel and prospective employees, may be billed directly to the University. Direct billing of lodging and meals for individual travelers is not allowed. These expenses must be paid by the traveler when they are incurred, and a claim for reimbursement submitted at the conclusion of the trip.

Except in the cases of Payment of Group Subsistence Expenses, Students, and Prospective Employees, travelers are prohibited from charging travel-related lodging, meals, or miscellaneous expenses directly to the University.

B. Cash/Non-Cash Advances

In order to document the business purpose for which an advance was issued, the traveler must submit a Travel Expense Claim within 30 days after completion of travel even if he or she is not owed any additional reimbursement.

Cash Advances are only issued in the following circumstances:

Travel is for a student group
International travel

1. Issuance of Cash Advances

Cash advances will be issued no more than 15 days in advance of the travel. The amount requested on the Travel Advance Request form shall not exceed a reasonable estimate of the out-of-pocket expense needed for the trip.

Cash advances should not be authorized under the following circumstances:

The traveler is 30 days delinquent (60 days past the last day of the trip) in submitting a Travel Expense Claim for a

vendor unless applied to another participant from the department. A non-refundable ticket associated with a cancelled trip should be used for the employee's next trip.

4. Recovery Procedures

Travel advances cannot be recovered using payroll deduction. CSU Policy 3130.01 Accounts Receivable Management limits the collection by payroll deduction to receivables resulting from payroll overpayments.

Thirty (30) days after a trip is expected to be completed, the Office will initiate proceedings for the recovery of any outstanding advances. Any advances that cannot be recovered from the traveler shall be charged to the account indicated on the Travel Advance Request or Check Request forms or as designated by the accounting office.

a. Cash Advances

If an employee fails to substantiate expenses and return any unused cash advance amounts within 120 days of the end of a trip, the University is obligated under IRS rules to consider such amounts as income to the employee.

As a result, the amount of unsubstantiated expenses and unrecovered advances will be reported through the payroll system as additional wages to the employee no later than the first payroll period following the end of the 120-day period.

The income and applicable employment taxes on the additional wages are to be withheld from the regular earnings.

d. Payment Options

Rental Cars may be booked directly with the individual rental car company or through the campus travel agency,

The recognized forms of payment for Commercial Rental Car contracts with Enterprise and Vanguard (National/Alamo) are:

The University direct billing - Available '] • o oar [d • V
The CSU Long Beach for the frequently traveler
Personal Credit Cards

Cash and personal checks are <u>not</u> authorized forms of payment for the State of California commercial rental car contracts.

3. <u>Private Vehicles</u>

Persons authorized to travel by automobile (e.g., when an automobile is the most economical mode of transportation) are responsible for carrying and maintaining liability insurance if using a private vehicle. Refer to Section VIII B., Private Vehicles for insp.11 Tm f 11 Vehicles

CSULB Travel Procedures

Extending travel for personal reasons

When a different method of transportation is used for personal conveniences, such as driving instead of flying, the Campus will pay the lesser cost of the two methods. If the alternate method is used and requires additional time, the staff member must use his/her own personal time.

When travel on state business is extended for personal reasons, the Campus will only reimburse the staff member for expenses during the time he/she would have been required to travel were the trip not extended for

For insurance coverage purposes, an official University business trip begins when the traveler leaves his/her residence or normal work location, whichever occurs last, and ends when the traveler returns to his/her residence or normal work location, whichever occurs first.

All employees who travel internationally on CSU business are required to use the Foreign Travel Insurance Program (FTIP) via the California State University Risk Management Authority (CSURMA). Administrative Guidelines for Purchasing of Foreign Travel Insurance and the FTIP summary of coverage is available on the CSULB Risk Management website at: http://daf.csulb.edu/offices/financial/risk_management/.

Requests for FTIP should be received in Risk Management in order to purchase insurance:

30 days prior to travel for non-risk countries

45 days prior to travel for risk countries

Additional information may be found at:

CSU Risk Management http://www.calstate.edu/risk_management/rm/

CSULB Risk Management http://daf.csulb.edu/offices/financial/risk_management/

(http://travel.state.gov/content/travel/english.html)

http://www.calstate.edu/risk_management/rm/documents/CSURMA_HighHazardList.pdf

B. Rental Vehicles

Travelers are expected to use rental agencies with which the University has system-wide contracts that include insurance coverage. The following rules apply to insurance coverage for rental cars:

On contract rental vehicles used in the contiguous United States, charges for additional insurance are not allowable, including any charge for a collision damage waiver (CDW).

CSULB Travel Procedures

D. Students

Student Travel Accident Insurance provides excess medical expense benefits to all California State University (CSU) students,

Itemized receipts for all expenses in excess of $75.00 must be submitted with the Travel Expense Claim

An agenda, itemized receipt, or other supporting documentation for all registration fees.

b. Electronic Receipts

Electronic receipts are acceptable provided that the detail contained in an electronic receipt is equivalent to the level of detail contained in an acceptable paper record.

For example, an electronic receipt must show:

the name of the payee

the amount of the charge,

the transaction date,

and the form or payment

When required to ensure adequate documentation of the costs incurred, the traveler is responsible for providing additional detail, e.g., a receipt with itemized hotel charges.

E-mailed or faxed documentation provided by an airline or travel agency for electronic ticketing expenses for airfare is acceptable for substantiating such expenses. A copy of the faxed itinerary and receipt or a copy of the e-mail itinerary and receipt printed locally should be attached to the Travel Expense Claim.

c. Missing Original Receipts

When original receipts are required but cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, a statement should be provided explaining why such receipts are not being submitted with the Travel Expense Claim. The statement must include a certification that the amount shown is the amount actually paid and that the traveler has not and will not seek reimbursement from any other source.

The Appropriate Administrator must provide written approval on the travel claim form for the expense. In the absence of a satisfactory explanation or administrator approval, the amount involved will not be reimbursed.

When traveling internationally, where it may not be customary to receive a receipt from certain vendors (i.e. local group meals), the traveler should journalize their expenses for consideration of reimbursement.

C. Certification of Travel Expenses

The traveler must sign the Travel Expense Claim

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Submission of the Travel Expense Claim under a electronic authorization will be considered certification that the traveler incurred the expenses being claimed. In accordance with IRS regulations, an electronic signature must:

Identify the traveler who is submit T Q q 5l 46.78 Tm 04 145J ET Q q 0 0 612 792 re W* n BT 0 g /TT2

checks; costs related to hiring guides, translators, and local labor; and the cost of full collision insurance on automobiles rented in foreign countries.

XIV. REFERENCES

A. Executive Orders

EO 37, Authorization and Appointment of State College Presidents to Approv.65 6r3* n BTh.6 0 0 612 792 rS /TT

CSULB Travel Procedures

Travel Status – the period during which a traveler is traveling on official University business outside the vicinity of his/her normal work location or residence.

to A driver license shows that you have given permission to be driven on public roadways. Licenses are valid until the date indicated. A license is not valid if it has been suspended, cancelled or revoked.

Work Day -- the work day refers to the hours an employee

APPENDIX B -

APPENDIX E Prorating Per Diems for Travel Involving Multiple Locations

The following method may be used to prorate a per diem(s) when a trip is reimbursable under more than one per diem rate.

The time element charged to each per diem location is prorated based on the number of hours spent at each travel location. For partial days, hours should be rounded to the nearest quarter day as follows:

3 hours up to 9 hours equals 1/4 day or 25%;
9 hours up to 15 hours equals 1/2 day or 50%;
15 hours u.82c1. n BT 0 g /TT2 1 Tf 11.04 0 0 11.04 99.024 548.5 Tm (9)Tj ET Q q 0 0 612 792 re WTc 1

FORMS AND INSTRUCTIONS

Travel Claim form & instructions

Hotel / Motel Transient Occupancy Tax Waiver

Authorization to Use Privately Owned Vehicle on State Business

Using Giselle's Travel Instructions

Request for Travel Form

ADDITIONAL CONTACTS

Email - ap-travel@csulb.edu

RELATED INFORMATION

Office Policies: Integrated CSU Administrative Manual Policy

Other Related Information:

FAQ

SEARCH INFORMATION

Guideline Group (indicate appropriate number choice): 3

1) Administrative & Operations

2) Human Resources

3) Finance

4) Information Technology

5) Education & Student

6) Senate

Department: Accounts Payable

Division: Financial Management

Keywords for search: Travel, Travel Claim