



Auxiliary Services

Policy No. 1001

# Travel Policy

This policy is applicable to the following auxiliary organizations:

- Agricultural Foundation
- Association
- Associated Students, Inc.
- Foundation
- Programs for Children

## REVISION RECORD

Date	Type	Approval Authority
3/26/15	Revised	Approved by Foundation Board of Governors
9/26/24	Revised	Approved by Foundation Board of Governors

## DOCUMENT CONTROL

<b>Approved By:</b> Association Associated Students, Inc. Foundation Ag Foundation PFC – Board of Directors	<b>Date(s) Approved:</b> 1/20/09 2/10/10 3/26/09 3/27/09 5/9/09	<b>Next Review Date:</b> September 2027
<b>Responsible Position(s):</b> Executive Director Auxiliary Accounting Manager Director of Foundation Financial Services	<b>Affected Units:</b> All units as indicated above.	<b>Document Control Number:</b> Policy 1001

# PURPOSE

In order to ensure good business practices, CSU auxiliary organizations are required to implement policy that is closely aligned with CSU policies and campus procedures, when applicable.

This policy applies to the relevant campus auxiliary organizations that have an executed Management Services Agreement (MSA) with the California State University Fresno Association, Inc. This policy is applicable to all travel claims processed utilizing auxiliary or non-state funding.

# POLICY AND PROCEDURES

## 1. Definitions

For the purpose of this policy, the following definitions will apply:

### A. Headquarters:

Headquarters shall be defined as the place where the employee spends the largest portion of regular workdays or working time, or the place to which the employee returns on completion of special assignments. For most employees, the headquarters will be the Fresno State campus.

### B. Subsistence Expenses:

Subsistence expenses consist of expenses for meals and lodging incurred when traveling.

### C. Business Expenses:

Business expenses consist of business phone calls and other communications, emergency clothing, and necessary equipment or supply purchases. Any emergency purchase shall be explained, and if over twenty-five dollars (\$25.00) must be approved by the Executive Director of the respective auxiliary.

## 2. Travel Claim Form (Expense)

A. No travel expense reimbursement shall be paid unless the employee has submitted an approved Travel Claim. Travelers will not be reimbursed for expenses that are paid on behalf of others. Claims shall be submitted for reimbursement within 30 calendar days from the date of travel and shall include the following (*claims submitted beyond 30 days may not be reimbursed without justification from the employee's supervisor*):

- Expenses are properly itemized, accompanied by the necessary original invoices/receipts, and approved by the employee's supervisor or authorized account signer. For expenses where a receipt is not required, the employee's signature is substantiation for that expense.
- The signature of the account signer responsible for ensuring funding availability, appropriateness of travel, demonstrable benefit to the auxiliary and/or University, and for ensuring completeness of supporting expense documentation including a copy of the published agenda for attendance at any conferences/meetings.
- If an employee is permitted to use a personal vehicle in the course and scope of "auxiliary organization business", the auxiliary shall verify that the employee has and maintains personal automobile liability insurance and that the employee's personal

vehicle is in safe mechanical condition as defined by State of California 2001 Vehicle Code, General Provisions, Division 12.

- To be eligible to receive reimbursement of mileage expenses or use of a rental car, the employee (driver) must have a valid California Driver's License and shall have completed the [University's Defensive Driving Certification program](#). In addition, each auxiliary has secured insurance coverage for Auto Physical Damage Liability provided through the Auxiliary Organization Risk Management Authority (AORMA).
- B. Each employee, when making a claim for travel expenses, must include an agenda or itinerary that supports the purpose of and dates of the trip including any meals provided.
- C. Each employee, when making a claim for travel expenses, must show the dates of each trip for which allowances are claimed and the times of departure and return. Time of departure and return, as used herein, means the time the employee starts from or returns to the office or, when leaving on a trip or returning from a trip without going to the office, home.
- D. Each employee must state the purpose or objective of each trip (*including address of destination and name of event*) for which reimbursement is claimed, and for each meal for which reimbursement is claimed. This must include a justification as to the demonstrable benefit the trip has to the auxiliary and/or the University.
- E. Each employee must show headquarters address and primary dwelling address on the Travel Claim form.
- F. If travel expenses are to be reimbursed by a sponsored program (grant/contract), any restrictions contained in that agreement or the Grantor's policies supersedes this policy. In absence of policies from the Grantor, this policy will apply to all sponsored program travel.
- G. Receipts in a foreign currency must be accompanied with a Foreign Travel Exchange Rate conversion table for the date on which the goods or services were received. This can be obtained from <http://www.oanda.com/>.
- H. If a Travel Advance has been received, said amount must be noted on the Travel Claim form and must be deducted from the total amount of reimbursement.
- I. In rare and pre-approved, situations where one employee is paying for the travel expenses (i.e. hotel costs, conference fees, etc.) for other employees, the documentation must provide proof of payment for each individual employee. Subsistence (per diem) will be paid to each employee individually and not to their supervisor or other auxiliary employees.
- J. In cases where receipts cannot be obtained or have been lost, they must include a "Missing Receipt Affidavit" with the Travel Expense Claim explaining why a receipt is not available and description of expense. In the absence of satisfactory explanation of the amount involved, the expense shall not be allowed.
- K. Conference registration fees may be paid in advance directly by the auxiliary corporation or may be paid by the employee and then submitted on the Travel Claim form for reimbursement. If fees are paid directly by the auxiliary corporation (either via credit card or purchase order), the employee should note accordingly on the Travel Claim form and attach supporting documentation.
- L. It is the practice of the auxiliary organizations to reimburse employees for expenses incurred with their business travel and not to issue checks directly to the credit card issuer. Exceptions require the approval of the Executive Director or his/her designee.

- M. Each employee must completely fill out the applicable Auxiliary Corporation Travel Claim form. By doing so, the employee is certifying that they have not and will not seek reimbursement for a duplicate claim or from any other source.

### **3. Meals and Incidental Expenses (M&IE)**

#### **A. Meals While Traveling:**

Meals and incidental expenses incurred during travel to conduct official University or Auxiliary business are reimbursable as a per diem allowance as set forth in Appendix A: M&IE Reimbursement Limits. Travelers are eligible for 75% of the total per diem rate on the first and last day of travel. Expenses above the per diem rate will not be paid and are the responsibility of the traveler.

- B. Per Diem Rates Maximum travel per diem allowances for various types of travel by location can be found in the following links based on the location of travel:

- For Continental US travel, rates set annually by [General Services Administration](#)
- For Alaska, Hawaii, or the US Possessions travel, rates annually set by [Department of Defence \(Per Diem, Travel and Transportation Allowance Committee \(PDTATAC\)\)](#)
- For International travel, rates set monthly by [Department of State](#)

#### **C. Meals at Conferences, Workshops, or Meetings:**

Where a registration or other fee for a convention, conference or workshop includes meals, the employee's travel claim should not include reimbursement for meal expenses provided by the event or included with registration fees. In the event the employee must forgo the provided meal for health reasons, a receipt must be submitted for the meal that is purchased in lieu of the provided meal. A justification for the expense must accompany the claim. Total daily meal reimbursement cannot exceed approved CSU limits.

When meal expenses paid directly by the University or Auxiliary are reimbursed as hospitality expenses or are otherwise furnished to the traveler without charge (e.g. conferences, professional meetings, etc.), the maximum meal per diem rate must be adjusted.

If a meal is provided, the daily per diem amount must be reduced by the applicable meal amounts for the meal provided. See Appendix B: Meals Provided as Part of Event. Situations that may require an adjustment include, but are not limited to, the following:

- Meals furnished as part of a conference or professional meeting;
- Meals furnished as part of an official Auxiliary or University event (hospitality expense);
- Expenses billed and paid directly by an Auxiliary or University for official hosted events, sport team travel, etc.

#### **D. Business-Related Meals:**

Business related meals cannot be claimed on a Travel Expense Form or paid to the employee as per diem. Refer to applicable Auxiliary Community Relations Policy.

### **4. Lodging**

The nightly lodging rate for domestic travel based on actual expense incurred may not exceed \$333 per night, excluding taxes and other related charges. Employees are always expected to seek the best value whenever they obtain lodging.

Lodging expenses must be substantiated with a receipt. If the traveler is unable to provide a required receipt, they must include a "[Missing Receipt Affidavit](#)" with the Travel Expense Claim explaining why a receipt is not available and description of expense.

A traveler who attends an approved conference where the prearranged conference lodging rate exceeds the \$333 per night limit may stay at the conference hotel without additional approval.

If a traveler stays at an AIRBNB, VRBO, and like, the same (above) requirements apply.

Please refer to Appendix D – Lodging Limits for additional information.

## **5. Tips and Gratuities**

Tips paid for taxi, shuttle service, ride-share, courtesy transportation driver, or valet parking attendant will be reimbursed based on reasonable and customary gratuities (generally up to 20% of the total bill). However, tips for meals, hotel staff, porters, and baggage carriers are included in the M&IE per diem rates and will not be reimbursed separately. See Appendix C: Reporting Tips and Gratuities.

## **6. Travel Advance**

- A. Travel advances are allowable and may be approved to cover any estimated out of pocket expenses. If allowable, the travel advance must be reasonably calculated to not exceed the total estimated expense of trip. If a trip is cancelled or postponed indefinitely, the full amount of the advance must be remitted back to the auxiliary organization within 14 business days.
- B. Travel advances are allowable when credit card expenses must be paid before a trip is completed, if traveler needs funds at time of the actual travel, and/or when the travel requires special handling.
- C. Travel advances must be approved in advance by the employee's supervisor and managing Director.
- D. If approved, a Travel Advance form must be submitted no earlier than sixty (60) days prior to actual travel dates.
- E. A Travel Claim with supporting receipts must be submitted no later than 30 calendar days after the date of travel.
- F. No more than one travel advance should be granted at a time. Each travel advance should be accounted for before another is granted.

## **7. Transportation Expenses**

- A. Transportation expenses consist of the charges for private car mileage allowances; overnight and day parking of vehicles; bridge and road tolls, necessary taxi, bus, ride-share (Uber, Lyft), and rapid transit fares; and other charges essential to the transport to and from the official headquarters.
- B. Employees are encouraged to use the University-issued travel card to obtain government rates for savings on airlines, hotels, rental cars, etc.

- C. Expenses arising from travel between home and headquarters are not allowed. Where a trip is commenced or terminated at the claimant's home, the distance traveled shall be computed from the employee's headquarters.
- D. No reimbursement will be allowed for transportation expense when the employee uses a privately owned motorcycle or motor-driven cycle.
- E. Reimbursement for costs associated with a vehicle rental including gasoline charges is allowable when substantiated by a voucher/receipt. Reimbursement does not include expenses for a damage waiver which is not required when renting from an authorized rental agency
- F. Where a privately owned bicycle is used for auxiliary corporation business, the employee will be allowed to claim four (4) cents per mile.
- G. If an employee plans to rent/drive a vehicle in a foreign country, the employee must complete a travel notification form and approval by his/her supervisor or account signer.
- H. No reimbursement will be made for traffic/parking tickets or fines.
- I. No reimbursement will be allowed for expenses for spouses or other non-essential individuals traveling with the traveler unless deemed necessary and approved, in advance, by the appropriate University Vice President or the University President.

#### **8. Transportation by Aircraft**

- A. Employees are responsible to coordinate their own air travel arrangements at the most cost-effective price. Allowable extra charges may include a checked baggage fee or administrative fees for itinerary or schedule changes. Such fees may be claimed for reimbursement when incurred for business purposes. Travel/accident insurance is not a reimbursable expense; however, there are exceptions for foreign travel. Employees should contact the applicable auxiliary corporation for questions about foreign travel insurance requirements.
- B. Privately Owned Aircrafts. A claim of any employee for transportation by privately owned aircraft shall be allowed if the employee has obtained prior approval from the University President. If approved, please consult with your respective auxiliary for additional insurance and Risk Management approvals.
- C. Payment for air travel (coach class only) should be made on the employee's personal credit card or University-issued travel credit card. If the employee has been issued a corporate credit card by their auxiliary corporation for business related expenditures, this card should not be used for travel expenses.
- D. Employees may accrue their own frequent flier mileage for trips taken on official auxiliary and/or University business. The auxiliaries do not reimburse employees for tickets purchased with frequent flyer miles.
- E. Employees may use their airline miles to upgrade as long as the airfare purchased is the lowest available economy class airfare. Employees purchasing a more expensive airfare to obtain the upgrade must pay the difference between the lowest fare available and the fare purchased. The source of an upgrade must be noted on the Travel Expense Form.
- F. Employees will not be reimbursed for dues for membership in airline clubs, except in situations where an extraordinary amount of business travel is required as part of an

employee's job responsibilities. Expense authorizations require the approval of the Executive Director or his/her designee.

- G. Employees will not be reimbursed for any seat upgrade fee or for any additional fees beyond coach class or the lowest available Economy airfare rate. If any such expenses are incurred, it will be the employee's responsibility and not eligible for reimbursement.

## **9. Transportation by Private Automobile**

- A. Where claimant is authorized to operate a privately owned automobile, the following rates will be allowed:

1. Standard Rate:

The CSU standard business mileage reimbursement rate will be utilized.

2. Rate of Travelers with Physical Disabilities:

A traveler with a physical disability who must use a specially equipped or modified automobile may claim reimbursement at the standard rate per mile. However, if the traveler incurred higher than standard operating costs, the traveler may seek reimbursement by submitting a statement with the Travel Expense Claim certifying that higher operating costs were incurred associated with a specially equipped vehicle. The actual fixed and variable costs must be specified in the statement. Refer to IRS Form 2106 Employee Business Expenses, to obtain additional information on the calculation of actual vehicle operating costs.

Supervisors who approve claims pursuant to this subsection have the responsibility of determining the need for the use of such vehicles, in accordance with the Americans with Disabilities Act and other applicable laws and regulations.

- B. Ferry, bridge, or toll road charges shall be allowed; however, fines for not paying such charges in an appropriate fashion shall not be.
- C. Parking is reimbursable in the following situations:
- Day parking on trips away from an employee's normal work location;
  - Day and all-night parking on overnight trips away from an employee's normal work location or residence if free overnight parking is not available.
- D. Expenses for gasoline or routine automobile repairs/maintenance are not allowable for reimbursement. Expenses for gasoline used for a privately owned automobile should not be charged to an auxiliary corporate credit card and will not be reimbursed.
- E. The rates of reimbursement for mileage set out in this section include the cost of maintaining liability insurance at the minimum amount prescribed by law and collision insurance sufficient to cover the reasonable value of the vehicle, less a standard deductible. When a privately owned vehicle operated by an employee is damaged by collision or receives other accidental damage, the employee's personal automobile insurance policy is the primary coverage for liability and damages.

## **10. Other Forms of Travel**

Local Shuttle Service, Taxi, and local public transportation fares (e.g., buses, subway, streetcars) shall be allowed. The cost of shuttle service (including airport car service, if appropriate) to and from an airport or railroad station, plus reasonable tips, is allowable to the extent such service is not included in air or rail fares. Taxi fares and other ride-hailing services (Uber, Lyft, etc.), including tips, shall be allowed when the use of public

transportation or airport shuttle service is impractical or not available. The cost must be reasonable in relation to personal car use costs, including parking, tolls, etc.

#### **11. Travel Expenses for Job Candidates**

Reimbursement may be allowed for travel expenses of job candidates who are called for employment interviews. Travel expenses for spouses of candidates may also be reimbursed, if approved in advance. Reimbursement will be for actual expenses incurred and must be approved by the University President, the appropriate University Vice President, or the respective auxiliary Executive Director.

#### **12. Moving and Relocation Expenses**

Reimbursement may be allowed for actual moving and relocation expenses and must be approved by the University President, the appropriate University Vice President, or the respective auxiliary Executive Director. To ensure compliance with IRS regulations, reimbursements for moving and relocation expenses must be made to the individual by the individual's employer of record. Any such reimbursements made by the University may be eligible for reimbursement to the University by an eligible auxiliary funding source.

## **IMPLEMENTATION**

The Executive Director of Auxiliary Services or his/her designee, in accordance with the applicable auxiliary corporation Management Services Agreement, has the authority to implement this policy and disallow unreasonable, ineligible, or excessive travel expenditures in consultation with the authorized account signer(s).



## Appendix A - Meal & Incidental Expense (M&IE) Reimbursement Limits

The following chart summarizes the maximum rates authorized for M&IE incurred while on travel status:

	48 Contiguous United States	Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and US Possessions	International
Less than 24 Hours	No reimbursement	No reimbursement	No reimbursement
Less than 24 Hours Overnight Stay	75% of the location-based federal per diem rate	75% of the location-based federal per diem rate	75% of the location-based federal per diem rate
Less than 30 Days	75% of the location-based federal per diem rate on the first and last day of travel.  100% of the location-based federal per diem rate on full days of travel.	75% of the location-based federal per diem rate on the first and last day of travel.  100% of the location-based federal per diem rate on full days of travel.	75% of the location-based federal per diem rate on the first and last day of travel.  100% of the location-based federal per diem rate on full days of travel.
30 Days or More	Authorized per diem allowance based on estimate of actual daily expenses.  Not to exceed the applicable location-based federal per diem rate.	Authorized per diem allowance based on estimate of actual daily expenses.  Not to exceed the applicable location-based federal per diem rate.	Authorized per diem allowance based on estimate of actual daily expenses.  Not to exceed the applicable location-based federal per diem rate.
In Excess of One Year	Authorized per diem allowance up to 150% of the applicable 30 days or more per diem rate.	Authorized per diem allowance up to 150% of the applicable 30 days or more per diem rate.	Authorized per diem allowance up to 150% of the applicable 30 days or more per diem rate.

## Appendix B - Meals Provided as Part of Event

If the trip includes meals that are already paid for, such as through a conference registration fee, the provided meals must be deducted from the meals & incidentals per diem rate by using the [GSA M&IE Breakdown](#) (U.S. General Services Administration). For example:

Meals & Incidentals Total <sup>1</sup>	Breakfast	Lunch <sup>2</sup>	Dinner	Incidental Expenses	First & Last Day of Travel <sup>3</sup>
\$59.00	\$13.00	\$15.00	\$26.00	\$5.00	\$44.25

<sup>1</sup> This column lists the full daily amount employees receive for a single calendar day of travel when the day is not the first or last day of travel.

<sup>2</sup> If lunch is provided as part of an event, \$15.00 must be deducted from the per diem rate for the day. \$59.00 - \$15.00 = \$44.00 is the reimbursable per diem rate for that day.

<sup>3</sup> This column lists the amount employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

## Appendix C - Reporting Tips and Gratuities

	Type of Expense	Report As
Tips given to hotel staff (such as bellhops, baggage carriers, porters, hotel housekeepers), stewards, and hotel servants in foreign countries.	Incidental Expense	Included as part of the location-based federal per diem rate for meals & incidentals.
Tips for meals.	Incidental Expense	Included as part of the location-based federal per diem rate for meals & incidentals.
Tips given to taxi, shuttle service, courtesy transportation driver, or	Transportation Expense	Actual reasonable cost incurred; included as part of transportation expense.
Tips given to valet parking attendant	Parking Expense	Actual reasonable cost incurred; included as part of parking fee.

## Appendix D - Lodging Limits

The following chart summarizes the maximum rates authorized for lodging incurred while on travel status:

	48 Contiguous United States	Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and US Possessions	International
Less than 24 Hours	Actual lodging not to exceed \$333/night	Actual lodging not to exceed \$333/night	Location-based federal per diem rate
Less than 30 Days	Actual lodging not to exceed \$333/night	Actual lodging not to exceed \$333/night	Location-based federal per diem rate
30 Days or More	<ul style="list-style-type: none"> <li>• Authorized per diem allowance based on estimate of actual daily expenses;</li> <li>• Not to exceed the applicable location-based federal per diem rate</li> </ul>	<ul style="list-style-type: none"> <li>• Authorized per diem allowance based on estimate of actual daily expenses;</li> <li>• Not to exceed the applicable location-based federal per diem rate</li> </ul>	<ul style="list-style-type: none"> <li>• Authorized per diem allowance based on estimate of actual daily expenses;</li> <li>• Not to exceed the applicable location-based federal per diem rate</li> </ul>
In Excess of One Year	Authorized per diem allowance up to 150% of the applicable 30 Days or More per diem rate	Authorized per diem allowance up to 150% of the applicable 30 Days or More per diem rate	Authorized per diem allowance up to 150% of the applicable 30 Days or More per diem rate