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**TRAVEL POLICY AND REGULATIONS**

Revised 1/1/2009

In order that all travel associated with California State University, Chico may be performed under uniform regulations, the Foundations' travel policy coincides as nearly as possible to State of California policies, as outlined by the California Administrative Code and State Administrative Manual. **All Foundation travel should be performed under the following regulations, except in such cases where a Foundation contract specifies the rate of reimbursement for travel performed at less than Foundation rates, or the agreement/contract requires use of the Department of Personnel Administration (DPA) Travel Policy (see DPA Travel Policy).**

Please remember:

- For advance payments:
  - travel requests must be submitted,
  - requests must include the purpose of the trip as part of the explanation, and
  - claim forms must be submitted to clear the advance within 60 days of the trip.
- A travel claim form must be submitted to obtain reimbursement.
- A Multiple Traveler Form is available as a tool to help verify costs when more than one staff/faculty member's costs are being paid by another. This form is not required, but its use is strongly recommended.

**I. SUBSISTENCE ALLOWANCES**

Subsistence will be allowed only when expenses are incurred for a trip 25 miles or more from the individual's place of employment or residence. Internal Revenue Code (IRC) 162(a) says that meal expenses, reimbursed by an employer to an employee, for travel away from home for less than 24 hours where no overnight stay is required represent taxable and reportable income; therefore, the Foundations will not reimburse for any meals on trips lasting less than 24 hours.

Costs for a single meal less than \$30 may be claimed without submission of receipts. Because of budgetary constraints and IRS regulations, claimants are to claim only **ACTUAL** meal expenses or authorized per diem rates whichever is less. The meal expense must be incurred to be reimbursed. If a conference is attended where meals are provided, per diem should not be claimed for the provided meals. However, if a provided meal was not consumed, a purchased one may be claimed. Itemized receipts are necessary for lodging and other business expenses (see Travel Requests and Claim Instructions). Claimants may keep meal receipts for their own records for meals costing less than \$30.

**A. SHORT-TERM RATES FOR IN-STATE AND OUT-OF-STATE**

Daily Allowances		
Lodging	No max	Actual expense with receipt
Per Diem	\$50.00 Max	Actual expense up to allotted per diem
Incidentals	\$5.00	For each 24 hour period

1. Per Diem

For continuous short-term travel of MORE than 24 hours but less than 31 days beginning with the traveler’s time of departure and return, the following rates will be allowed:

Complete 24 hour period	Actual up to \$50
Trip ends at or after 9 a.m.	Breakfast up to \$10
Trip ends at or after 2 p.m.	Lunch up to \$15
Trip ends at or after 6 p.m.	Dinner up to \$25

2. Incidentals

An “incidentals” allowance of \$5 per 24-hour period may be claimed. This is intended to cover items such as non-food tips (i.e. bellman, valet, sky-cap), tax and personal expenses such as telephone calls home, laundry and newspapers. This \$5 allowance will be reimbursed without receipts.

3. Lodging

Lodging will be reimbursed for reasonable **actual** costs including taxes. All lodging reimbursements require a receipt from a commercial lodging establishment such as a hotel, motel, bed and breakfast inn, or public campground that caters to the general public. No lodging will be reimbursed without a valid receipt. Employees who stay with friends or relatives are not eligible for lodging reimbursement, but may claim their actual expenses for meals and incidentals. The original receipt should clearly show the name of the traveler, amount of the bill, itemization of charges, dates and establishment name. If the lodging bill includes phone charges, make a note if they are personal or business and enter business under “business expense” on the travel expense claim.

**Use of third party vendor (i.e., Priceline.com, Expedia.com, Travelocity.com, Hotels.com, etc.)**

Be aware that some grants/contracts may require separate itemized receipting of airfare and lodging. If this is the case, third-party vendors should not be used as it is often difficult to get an itemized receipt from the hotel.

In the rare event where an employee chooses to use a third party vendor to make travel arrangements, the following instructions must be strictly adhered to:

- Employees who request reimbursement for receipts from third party vendors for air and lodging expenses incurred while traveling on Foundation business must

provide a valid receipt from the third party vendor and attempt to obtain a receipt from the lodging establishment showing check-in and check-out dates.

- An itinerary must be obtained showing the airline travel.

Employees should also be aware that some third party vendors do not provide refunds for cancelled trips; employees are responsible for any and all charges that are associated with a cancelled or changed reservation when booking through a third party vendor.

## **B. LONG TERM RATES**

Long term rates are intended for trips of such duration that weekly or monthly rates for food and lodging are obtainable. Short-term allowances will be discontinued after 31 consecutive days in one location unless a continuation has been approved by the Research or University Foundation. The basic long term rate is \$68 per day and \$34 for the last partial day. This rate includes meals, lodging, and incidentals allowance.

## **C. USE OF NON-COMMERCIAL SUBSISTANCE FACILITIES**

Use of non-commercial subsistence facilities (i.e., house trailers, campgrounds, camping equipment) can be reimbursed at a rate up to \$68 per day for each 12-24 hour period and \$34 for each period less than 12 hours.

## **D. FOREIGN TRAVEL**

All short term per diem, lodging, and incidentals will be reimbursed the same as for “in-state and out-of-state” (see above). The claimant needs to provide Exchange Rates for the dates of travel for each country visited. The receipts need to be converted into U.S. dollars using these exchange rates. As foreign receipts are not always clear as to their purpose, please also indicate on the receipt what it is for (i.e., taxi, hotel).

Note: If traveling with federal funds, please contact the Office of Research and Sponsored Programs regarding federal foreign travel regulations.

## **II. TRANSPORTATION EXPENSE**

### **A. SCHEDULED AIRLINES**

Electronic Tickets will be accepted; however, backup will be required. The following will constitute appropriate backup: The Passenger Coupon (ticket stub), if it is provided, which shows the travel dates, departure and destination cities, and the price; or the original E-ticket Itinerary/Confirmation Sheet, which states the dates of travel, destination and departure cities, the price of the ticket and that it has been paid by the claimant. If the amount or payment information is not on this confirmation sheet, proof of price and payment needs to be shown via a cancelled check or a credit card statement.

Travel Agency Fees will be paid; however, a copy of the Travel Agent’s Itinerary Sheet/Invoice which shows the amount of the processing fee must be turned in with the Passenger Coupon.

## **B. REIMBURSEMENT FOR USE OF PRIVATE AUTOMOBILE**

It has been determined that it is to the advantage of the Foundations to encourage the use of privately owned vehicles whenever practical. Reimbursement for use of private automobiles on official Foundation business will be up to **55 cents per mile**. This rate can change when the IRS releases new rates. The most up to date rate is available in the Travel Policy at the RESP Web site (<http://www.csuchico.edu/resp/projadm/policies/travel/fndtravelpolicy.pdf>).

Expenses arising from travel between residence and place of employment are not allowed. When a trip commences or terminates at the claimant's residence, the distance traveled should be computed from either the employee's place of employment or residence, whichever results in the lesser distance. The exception to this is when the travel commences or terminates before or after the regularly scheduled work day or on a regularly scheduled day off; in this case distance may be computed from the claimant's residence.

## **C. REQUIREMENTS FOR USE OF PRIVATE VEHICLES**

For insurance and liability issues as well as good business practice, the Foundation must document that all individuals who drive vehicles on Foundation business hold a valid driver's license, an acceptable driving record, and in cases where a personal vehicle is involved, proof of automobile liability insurance on the car being utilized for Foundation business. This requirement applies to all individuals, employees or volunteers, who drive either as a required part of their position requirements, or as an incidental driver.

All drivers on Foundation business are required to complete a Driver Certification for Business Use of Vehicle. This form requires both employee/volunteer's and Project Director's signatures. In addition, drivers are also required to be enrolled in the DMV Employee Pull Notice Program. Forms are located at [www.csuchico.edu/rfdn/Forms.htm](http://www.csuchico.edu/rfdn/Forms.htm).

Research Foundation Administrative Office approval must be received before any reimbursement can be made for private vehicle use. To view the complete Vehicle Use Policy, please visit the following website, <http://www.csuchico.edu/rfdn/Vehicle use Policy 2-06.doc>

## **D. USE OF UNIVERSITY VEHICLES**

### **1. VEHICLE RESERVATION AND CHARGE BACK**

Those wishing to use a University vehicle should contact the Vehicle Reservations Clerk, located in Yuba Hall, Ext. 6117. The Chancellor's Office of the CA State Universities has directed that only state employees or students may use state owned vehicles.

However, Foundation employees may use the rental vehicles that are in the state pool of vehicles. Foundation employees need to identify themselves as such when reserving vehicles in order that the Clerk can properly assign a vehicle. The following paragraph will also pertain for Foundation usage of rental vehicles.

Whenever vehicle reservations cannot meet the demand for state pool vehicles, they will assign a subcontracted (i.e. rental) vehicle. If the Vehicle Reservations Clerk does not receive a minimum of 24-hours cancellation notice, the project will be charged the full

daily rate that CSU, CHICO will have to pay the subcontractor for the vehicle. The usage cost of these vehicles will be charged directly to the project by using a CAF form.

Anyone using any vehicle obtained through vehicle reservations for Foundation business must have a defensive driving certificate and possess a valid California driver's license. Vehicle Reservations, Ext. 6117, has information concerning dates, time and registration for the Defensive Driving Workshops. Students who are paid by the Foundation must register with the Travel Clerk as volunteers before they can drive state vehicles.

When a Travel Expense Claim is being submitted for a trip involving a University vehicle, the letters "SC" are entered under Section 5-b even though the cost is not shown on the claim form.

2. REIMBURSEMENT FOR EMERGENCY GASOLINE PURCHASES FOR UNIVERSITY VEHICLES

In rare cases, gasoline vendors will not accept the State credit card kept in the glove box compartment of University vehicles. Employees must make every attempt to find a station that will accept the card; but if no such vendor is available, drivers of University vehicles may make the purchase from personal funds (cash or credit card) and then file a claim to be reimbursed.

The driver must obtain an itemized invoice or receipt from the vendor showing the vendor's name and address, the vehicle license number, and the date. The invoice/receipt must be made out to the driver and be marked "PAID." This invoice/receipt must be attached to a travel claim and submitted to the CSU, CHICO Travel Clerk for reimbursement.

**E. OUT-OF-TOWN VEHICLE RENTALS**

The Foundation will reimburse actual costs for any out-of-town vehicle rental including gasoline costs with submission of original itemized receipts.

**F. OTHER TRANSPORTATION (private & rental aircraft, railroad, bicycle, etc.)**

1. PRIVATELY OWNED AND RENTED AIRCRAFT

If an employee is to act as pilot, the employee must satisfy the requirements of the Insurance Officer, Department of General Services, regarding liability insurance coverage. This is accomplished by completing an annual self-certification. The Foundation is not responsible for payment of the premium for this insurance.

- a. Reimbursement for travel by personal aircraft should be limited to those situations for which air travel is justified and where commercial service is either not available between departure and destination points or cannot accommodate necessary time schedules. Reimbursement will be made at the current federal mileage rate of **\$1.26** per mile up to the cost of the lowest regular coach fare available for the location of travel from a standard commercial air carrier, plus the additional hourly salary cost and associated benefits of the faculty member traveling, plus the cost of

transportation to and from the terminals, and any meals and lodging that would have been allowed had the traveler used a commercial airline.

- The civilian airplane license number must be shown on the travel claim as well as the name of each employee transported on the trip. This information should be included in #10 (Purpose of Trip) on the Travel Expense Claim.
  - Distance should be computed on the basis of shortest air route from origin to destination, using airways whenever possible. Distance shown on the claim should be clearly marked “Air Distance.” An exception to the shortest air route will be granted when alternate routing is required because of hazardous flying conditions.
  - When the trip is limited solely to Foundation business and the “Air Distance” cannot accurately be computed from origin to destination, the President may authorize reimbursement for the actual cost of renting a plane.
- b. Reimbursement for use of a rented aircraft will be for actual and necessary costs of such rental when substantiated by voucher. Reimbursement will be authorized only for the size and type of aircraft necessary to complete the assignment.
- c. When substantiated by a voucher, reimbursement will be made for actual and necessary expenses for landing and parking fees in connection with the use of the aircraft. Reimbursement will not be allowed for storage or parking fees at the location where the privately owned aircraft is normally stored.
- d. If an employee is to act as pilot and carry passengers, the employee must, in addition to adhering to Federal Aviation Administration Regulations related to licensing and currency, have previously logged as a licensed private pilot in command of an aircraft at least 250 hours of actual flight. In addition, the employee pilot must have logged, as a pilot in command of an aircraft, at least 60 hours of actual flight within the preceding 12 months. Any employee pilot who has carried or intends to carry passengers may be required to present a log book substantiating that the employee meets these requirements. For the purpose of this rule, the term passenger shall be defined as any person other than the pilot traveling in the aircraft. An employee pilot who carries a passenger but fails to meet the above qualifications is not entitled to any reimbursement for that transportation expense.

2. MOTORCYCLE

No reimbursement will be allowed for transportation expense when the employee uses a privately owned motorcycle or motor-driven cycle in the conduct of official Foundation business.

3. BICYCLE

Where a privately owned bicycle is used in the conduct of official Foundation business, the employee will be allowed to claim **4 cents per mile**.

4. RAILROAD

- a. No more than **actual fare** shall be allowed on any transportation service, in accordance with the latest tariffs at the time the trip was made. Special rates and round-trip rates should be used whenever possible.
- b. Reimbursement for roomette accommodations will be allowed. Where it is necessary to use Pullman accommodations that are more expensive than a roomette, a full explanation stating the facts constituting the official necessity must accompany the expense account together with a receipted voucher.
- c. Unused portions of railroad and sleeping car tickets are subject to refunds, and all steps necessary to secure refunds on such tickets must be taken.
- d. Meals incurred while on overnight train travel will be reimbursed in accordance with standard per diem rates for in-state and out-of-state short-term per diem.

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**REQUIRED RECEIPTS**

Airfare	Required
Lodging	Required
Car Rentals	Required
Gasoline for car rental or emergency use for University vehicles	Required
Conference registration fees	Required
Railroad or Bus Fares	Required if greater than \$10
Streetcar, ferry, bridge or road tolls, rapid transit, taxi, shuttle, parking	Required if greater than \$10
Telephone, fax	Required if greater than \$10
Subsistence	Required if meal is \$30 or greater
Miscellaneous business expenses	Required