

## Chico State Enterprises Announcements Monday, November 22, 2021

### CSE and University Foundation (UF) Travel Updates: Increase in CSE Standard Per Diem Rates - Effective 10/01/2021 Record of Mileage Data Required for all FY21-22 Travel

#### INCREASE IN PER DIEM RATES

Effective 10/01/2021, the General Services Administration (GSA) increased Per Diem meal reimbursement rates for lunch and dinner. Consequently, CSE Per Diem rates as of this date have changed, as follows:

- Breakfast remains the same at \$13
- Lunch increased from \$14 to \$15
- Dinner increased from \$23 to \$26

The updated Travel Expense Claim (TEC) for Travel 10/01/21 or later is linked [here](#).

**Please note:** all travel reimbursement-related check requests submitted to CSE AP for processing that include travel within this effective period have been or will be revised to reflect the higher rates of reimbursement.

#### RECORD OF MILEAGE DATA REQUIRED

President Hutchinson has committed that Chico State will achieve carbon neutrality for scopes 1, 2, and 3 greenhouse gas (GHG) emissions by 2030. Included in scope 3 emissions is sponsored travel; travel for research, conferences, industry meetings, supported programs, etc... This includes all state-side, CSE, UF and Associated Students travel. To quantify the emissions from sponsored travel, the total miles traveled, and the mode of transportation used (car, flight, bus) needs to be collected.

For campus to track and report the data needed to calculate GHG emissions from CSE and UF sponsored travel, the Record of Mileage section must be completed on each Travel Expense Claim (TEC) form:

1. Please complete the **Record of Mileage** section, including the (1) miles (2) by type, on page two of the [Travel Expense Claim Form](#)
2. Please ensure the information is complete before submitting the Check Request to CSE AP
3. Incomplete Check Requests will be returned by CSE AP to be corrected before processed

Example of Page 2 of the Travel Expense Claim (TEC) form:

Please complete fields 11, 12, 13, 14 (fill in the Transportation Type) and enter the miles of travel.

RECORD OF MILEAGE									
Claimant's Name				Project #			Project Phone Number		
(1) MONTH/YEAR	(11) Location Where Trip Begins			(12) Destination(s)			(13) Location Where Trip Ends		
miles				miles			miles		
(14) MILES BY TYPE				A	PA	PC/RC/T	S/B	R	

**Key to Transportation Types**

- A Commercial Airline
- PA Private Aircraft
- PC Private Car
- RC Rental Car
- T Taxi
- S/B Shuttle/Bus/light rail/ BART
- R Railway

The Travel Expense Claim (TEC) form can be found on the [CSE Travel webpage](#).

We greatly appreciate your participation in helping us quantify our GHG emissions. If you have any questions about our commitments, the GHG quantification process, or otherwise, please contact Gregory Wiggins @ [gdwiggins@csuchico.edu](mailto:gdwiggins@csuchico.edu)