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## TRAVEL POLICY AND GUIDELINES

Revised 3/26/2019

Any individual traveling on Chico State Enterprises (CSE) business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary and unjustified in the performance of business are not acceptable. Individuals are responsible for excess costs and any additional expenses incurred for personal preference or convenience.

Considerable variation exists among the rules governing reimbursement of travel expenses in grants and contracts. The travel rules of the agency issuing the agreement, as well as the award itself, take precedence over CSE reimbursement rates and therefore the awarding document should be carefully reviewed prior to incurring any travel expenses. **All CSE travel should be performed under the following regulations, except when a CSE contract or grant specifies the rate of reimbursement and receipt requirements for travel performed at less than CSE rates.** If you have questions about which travel regulations apply to your project, please check with your CSE analyst.

Remember:

- All overnight travel shall be planned in coordination with a supervisor or one-up authority.
- Approval to travel outside the United States must be requested at least **45** days in advance of planned departure date.
- For advance payments:
  - an advance request must be submitted,
  - any advance not cleared within 60 days of the trip's completion will become taxable income to the traveler, and
  - no new advances will be issued to any project personnel until all outstanding advances have been cleared for the requesting individual on that project/account
- A Travel Claim form must be submitted to obtain reimbursement
- A Multiple Traveler Claim form or similar document must be used to verify costs when more than one staff/faculty member's costs are being paid by another

In order to meet a requirement of the CSU, Chico Institute for Sustainable Development to monitor our carbon footprint, effective February 1, 2010 all travel claims for travel occurring on or after February 1, 2010 must include a record of mileage by transportation type (see Page 2 of CSE Travel Claim). Travel claims without this information will be returned to claimant for completion.

### I. PRIOR APPROVAL OF TRAVEL

- A. All travel by student participants (not paid as CSE employees) must be approved by Campus Risk Management.
- B. For Foreign Travel, see Section II.C.

## II. SUBSISTENCE ALLOWANCES

Internal Revenue Code (IRC) 162(a) states 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.

The Foundations utilize the General Services Administration (GSA) rates for per diem reimbursement of meals and incidental expenses (M&IE). Check the [GSA state tables](#) for the M&IE rate that applies to the location where your expenses are incurred. If your location(s) is not listed, use the standard rate listed at the top of the GSA table. Travel claims for [M&IE](#) higher than the standard rate must include a copy of the state page from the GSA website with the location and rate highlighted. If a meal is provided, for example at a conference or a hosted meeting, per diem should not be claimed for the provided meals. However, if a provided meal was not consumed, a purchased meal up to the amount of per diem for the meal may be claimed. Itemized receipts are necessary for lodging and other business expenses (see Travel Advance Request and Claim Preparation Instructions). Unless a traveler is required by the rules or regulations of a funded program to submit itemized receipts for actual amounts incurred for meals while traveling, the traveler will receive the daily per diem rate.

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

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 per diem rates as provided for on the *Travel Expense Claim form* will be allowed:
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 unless required by the sponsor.
3. Lodging  
Lodging will be reimbursed for reasonable actual costs including taxes. Lodging costs in excess of \$195 per night, not including tax, must be approved by the traveler's supervisor or one-up authority on the Travel Approval form. 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 person paying the bill, name of the traveler(s), 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 calls under "business expense" on the travel expense claim.

Use of non-traditional lodging (i.e., house trailers, campgrounds, camping equipment) can be reimbursed at actual cost or evidence of cost per day.

#### **4. Use of Third Party Vendors (e.g., 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 CSE 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**

A long term per diem allowance is applicable when an individual's original estimated travel is for more than 30 consecutive days in one location. CSE follows the guidelines for long-term per diem as outlined by the CSU, Chancellor's Office. The reimbursement rate shall not exceed the maximum applicable federal per diem rate for the destination as published by the General Services Administration. Include a printout showing the applicable rate with your travel claim.

The following recurring expenses may be considered part of the lodging cost when a traveler rents a room, apartment, house or other lodging on a long-term basis:

- Rental cost of a furnished dwelling;
- Utilities;
- Monthly base telephone charges.

For information on long term travel rates contact Chico State Enterprises.

#### **C. FOREIGN TRAVEL**

All foreign travel by a paid CSE employee (faculty, staff, or student) requires submission of a Foreign Travel Request and Questionnaire **at least 45 days prior to the planned departure date.**

CSE encourages all foreign travelers to sign up for the Smart Traveler Enrollment Program ([STEP](#)) to receive the latest travel updates and information. Travel to a country on the State Department's list of travel warnings or [Chancellor's Office high hazardous countries list](#) requires special permission and may result in higher insurance

premium costs. Such travel requires Chancellor's Office approval in addition to presidential approval. See [Travel Advisories](#) for a list of these countries.

Foreign travel frequently consists of both business and personal components. Per the IRS (IRC Sec. 274(c)), there is a taxability issue if BOTH of the following conditions are met:

1. The total period of the trip is longer than one week, **AND**
2. At least 25% of the trip is personal

As a result, reimbursement and advances for airfare and other expenses on CSE travel claims meeting both conditions will be reduced for the percentage of personal time.

This requirement applies to travel outside the 50 United States and the District of Columbia. For the purposes of calculating the percentage of business and personal time when a travel day consists of both business and personal time, the day would be classified as a business day. For more information, review the examples below:

- **EXAMPLE 1:** An employee travels to London for 10 days, of which 7 days are business related and 3 days are personal; 70% of the trip is business and 30% is personal. The traveler is reimbursed for 7 days of meals and lodging. The other 3 days of meals and lodging are considered personal and are not reimbursed. Since the trip was longer than one week and at least 25% personal, only 70% of the employee's airfare will be reimbursed.
- **EXAMPLE 2:** An employee travels to London for 10 days, of which 8 days are business related and 2 days are personal; 80% of the trip is business and 20% is personal. The traveler is reimbursed for airfare and 8 days of meals and lodging. The other 2 days of meals and lodging are considered personal and are not reimbursed. The cost of airfare is reimbursed to the traveler since the personal component is not equal to or greater than 25% of the trip.

#### 1. Per Diem Rates

For foreign travel, the CSE uses the U.S. Department of State Foreign Per Diem rates. Foreign Per Diem rates are established monthly by the Office of Allowances as maximum U.S. dollar rates for reimbursement of government civilians traveling on official business in foreign areas. Refer to the link below for the correct rates when calculating your reimbursement. **A printed copy of the applicable rates must be attached to your travel claim form.**

Select Foreign Per Diem Rates by Location, enter/select the appropriate country and click Go. [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) Refer to FTR Appendix B for a breakdown of meals and incidentals.

[https://aoprals.state.gov/content.asp?content\\_id=184&&menu\\_id=75&menu\\_id=75](https://aoprals.state.gov/content.asp?content_id=184&&menu_id=75&menu_id=75)

#### 2. Foreign Travel Insurance Program

Foreign travel insurance is required for CSE employees, traveling on CSE business using CSE funds or CSU, Chico students participating in

CSE related activities in a foreign country. The California State University Risk Management Authority (CSURMA) has negotiated a Foreign Travel Insurance Program for this purpose. See the [Foreign Travel Quick Check](#) for foreign travel insurance rates. Travel to high hazardous countries or for longer than 30 days requires underwriter approval in order to obtain the insurance coverage and emergency assistance provided by the program, a Foreign Travel Request and Insurance Questionnaire must be submitted to RESP **at least 45 days prior to the planned departure date.**

A partial list of coverages included under the policy are:

- Primary General Liability (Coverage for injury to participants and for legal action outside the U.S.)
- Excess Hired & Non-owned Auto Liability (however, when renting a vehicle in a foreign country on CSE business you **MUST** purchase all vehicle coverages, e.g., liability and auto physical damage offered by the rental agency.)
- Primary Foreign Workers' Compensation
- Primary Accident & Sickness
- Traveler Assistance

Foreign travel insurance for non-compensated students "Participants", traveling on CSE business is processed and purchased by Campus Risk Management after all campus travel approvals are obtained. See CSE [Travel Flowchart](#) for steps to obtain campus travel approvals and insurance.

#### Export Control Regulations

The U.S. State Department (under ITAR), Commerce Department (under EAR) and Treasury Department, Office of Foreign Assets Control (OFAC), enforce regulations pertaining to the export of technology to, and conduct of, activities in foreign countries.

ITAR and EAR both prohibit assisting and training foreign persons anywhere in the design, development, use and testing of controlled equipment. OFAC programs prohibit the provision of services to countries subject to US sanctions, boycotts, etc. without a license.

To determine if an export license or export license exception is required, faculty and staff who travel internationally should review the information on The Department of Commerce website:

<http://www.bis.doc.gov/licensing/exportingbasics.htm>

and the list of OFAC sanctioned countries at:

<http://www.treas.gov/offices/enforcement/ofac/programs/>

Software such as encryption software may require an export license or an export license exception.

**Travel warnings, public announcements, consular sheets and tips on safety abroad are available at the U.S. Department of State Web site at:**

**<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>**

### **III. TRANSPORTATION EXPENSE**

#### **A. SCHEDULED AIRLINES**

E- Tickets are reimbursable with the original E-ticket Itinerary/Confirmation Sheet, which documents 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. When using E-Tickets, proof of travel is also required for reimbursement. The following will constitute appropriate proof: the boarding pass stub, if provided, which shows the travel dates, departure and destination cities, or lodging/meals or other receipts from an establishment located at the trip destination.

CSE will pay the cost of one checked bag. Any additional cost of bags is to be borne by the traveler, unless a justification is submitted explaining why the traveler paid for extra luggage (such as presentation handouts, exhibits, workshop materials, etc.) and can demonstrate that the additional cost is allowed by the sponsor and was required to conduct CSE business.

Travel Agency Fees and fees from travel websites, e.g., Travelocity, Expedia, etc. will be paid. However, a copy of the Travel Agent's Itinerary Sheet/Invoice or other documentation which shows the amount of the processing fee must be turned in with the travel claim.

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

Reimbursement for use of private automobiles on official CSE business will be at the current IRS rate. This rate is subject to change by the IRS. The current rate is on the Travel Claim Form on the [CSE Travel webpage](#). 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, the CSE must document that all individuals who drive vehicles on CSE 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 CSE 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 CSE 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. See [CSE Training](#).

Chico State Enterprises approval must be received before any reimbursement can be made for private vehicle use. To view the complete Vehicle Use Policy please visit CSE Training.

**D. VEHICLE RENTAL ON CSE PROJECTS/ACCOUNTS**

CSE will reimburse for the actual cost of vehicle rental for out-of-town travel, including gasoline costs with the submission of original receipts. Reservations for vehicles necessary for the conduct of CSE business may be made under CSE's contract with Enterprise Rent-A-Car and do not require the purchase of additional automobile liability insurance or the Loss Damage Waiver. Renters will need to provide credit card information at the time of pick up.

**E. USE OF UNIVERSITY 29 PASSENGER BUS**

Reservation and Charge Back

Those wishing to use a University 29 passenger bus should contact the Vehicle Reservations Clerk, [vehicles@csuchico.edu](mailto:vehicles@csuchico.edu) or go to <http://www.csuchico.edu/vres/> to submit an online bus request. The Chancellor's Office of the CA State Universities has directed that only state employees or students may use state owned buses.

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

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

**G. 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. CSE 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 up to the cost of the lowest regular coach fare available for the location of travel from a standard commercial air carrier.

- 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.
- 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 CSE business.
  3. Bicycle  
Where a privately owned bicycle is used in the conduct of official CSE business, the employee should consult the [CA Dept. of Transportation Private Vehicle Use](#) site for the current rate. Attach a copy of current rate with travel claim.
  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.

**ORIGINAL REQUIRED RECEIPTS\***

Airfare	Required
Lodging (>\$195 requires supervisor approval)	Required
Meals	Required if required by funder
Car rental	Required
Gasoline for car rental or emergency use for University bus	Required
Conference registration fees	Required
Railroad, bus, light rail fares Taxi, shuttle, parking	Required if any one instance is greater than \$10
Telephone, fax, Internet	Required if any one instance is greater than \$10
Miscellaneous business expenses	Required

**\*If not in US currency, provide documentation of the exchange rate in effect at the beginning of the week in which the receipt is dated and attach receipts. For receipt purposes, the week starts on Sunday.**