

CHICO STATE | ENTERPRISES

PD Advisory-Revised Travel Policy/Forms

Chico State Enterprises travel policy and its related forms and instructions apply to travel and travel claims for CSE and University Foundations. The IRS is no longer using the high/low per diem rates in our policy, and is now using the US General Services Administration (GSA) rates for Continental United States (CONUS) travel. CONUS rates for 2015 are effective October 1, 2014. Due to this rate change and other changes noted below, CSE Travel Policy and related forms are revised. Please use the most current version of CSE forms when you are preparing travel requests or filing claims.

We have also added two files to help with your travel planning and claim submissions.

New Files:

CSE Travel Flowchart	Details requirements for domestic and foreign travel for both CSE employees and non-compensated students (Participant)
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Significant changes:

Travel Policy	GSA per diem rates-effective 10/1/2014 Clarification on student travelers (CSE employees and non-compensated students) regarding required approvals and forms for domestic and foreign travel Clarification on required documents for verification of costs on multiple traveler claims
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CSE Travel Quick Check Travel	Updated with GSA standard per diem rates and links
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Forms:

Travel Approval & Advance Request	New checkboxes added to clarify student status Days advances can be paid before the trip increased to 21 CSE approval signature line added
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Travel Clam	Updated with GSA standard per diem rates and links Note: copy of GSA table(s) showing higher rates must be submitted with travel claims claiming higher than the standard rate
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