IRES Quarterly Meeting

September 2017
State Travel

Traveler Responsibilities

Individuals traveling on official University business must familiarize themselves with and adhere to these campus travel procedures. [Campus Travel Procedures]
Pre-approval of travel is required. (Your Supervisor and M. Schilling CIO)

Employees traveling on job related University business are subject to the regulations, rates, standards, and practices established by the CSU Chancellors office as published in the CSU, Chico Travel Procedures.

Travelers should make certain that the business related expenses they incur are ordinary, reasonable, not extravagant, and necessary for the purpose of the trip.

**Only Actual expenses will be paid and or reimbursed.**
Travel Ban

Prohibition on State funded and State Sponsored Travel to states with Discriminatory laws. The Chancellor’s Office compiled this list in respect to AB 1887. The Attorney General’s website (https://oag.ca.gov/ab1887) notes that the following states are subject to the travel ban:

- Alabama
- Kansas
- Kentucky
- Mississippi
- North Carolina
- South Dakota
- Tennessee
- Texas
Travel Steps

• You’ve been asked or requested to Travel/Train

  1. Where are you going?

  2. What is it for?

  3. When are the dates of travel?

  4. What is the Cost of Travel/Training?

• Submit information to Supervisor for approval.

• Supervisor will submit to M. Schilling for approval.

<table>
<thead>
<tr>
<th>Travel Cost Projection</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trip Name</strong></td>
</tr>
<tr>
<td><strong>Traveler Name</strong></td>
</tr>
<tr>
<td><strong>Start</strong></td>
</tr>
<tr>
<td><strong>End</strong></td>
</tr>
<tr>
<td><strong>Dates of Travel</strong></td>
</tr>
<tr>
<td><strong>Grand Total Estimate of Trip</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Travel Budget</th>
<th>Rate</th>
<th># Days/#</th>
<th>Total</th>
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<tbody>
<tr>
<td>Registration/Conference Fees</td>
<td>$900.00</td>
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<td>$900.00</td>
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<tr>
<td>Hotel (Max $275)</td>
<td>$270.00</td>
<td>3</td>
<td>$810.00</td>
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<tr>
<td>Airfare (Concur) BTA</td>
<td>$400.00</td>
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<td>$400.00</td>
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<tr>
<td>Car Rental - Enterprise CRBTA</td>
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<tr>
<td>Gas - Rental Car</td>
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<tr>
<td>Meals</td>
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<td>$220.00</td>
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<tr>
<td>Incidental</td>
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<tr>
<td>Mileage Private Car</td>
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<td>Parking</td>
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<td>Tolls</td>
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<tr>
<td>Bus/Rail/Shuttle/Taxis</td>
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<td>$</td>
</tr>
<tr>
<td>Other</td>
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</table>
Concur Online

Airline Tickets and Car Rental on the BTA/CRBTA

CalTravelStore can now book flights with Southwest as well as other airlines and book car rental with Enterprise Rent-A-Car. The California State University, Chico BTA/CRBTA will be used and charges will be billed to the State chartfield which you provide on the Travel Request Approval form on file at Accounts Payable. You will also be required to provide the chartfield when booking travel.

Service Fees: CalTravelStore charges a service fee for each trip and assesses the fee separately from travel charges.
- Flat fee for booking any combination of domestic or international air, rail, car, and hotel: Online, $7; Agent assisted, $12.
- Hotel and/or car only reservation: Online, $5; Agent assisted, $12.
- After business-hours Agent assistance: $16.

Please note: Hotel reservations are available at CalTravelStore but only airfare and car rental can be charged to a State chartfield. Hotel reservations require a personal credit card or U.S. Bank Travel Credit Card number.
Concur continued

**Concur Mobile App:** This app can help you keep track of your trip on the go. When logged in to your Concur account, click on the Profile tab and the Mobile Registration option on the ribbon to download the app.

**E-Receipts**
Travelers can activate e-receipt functions that allow participating vendors to send electronic receipts to your account. These can help you keep track of your trip transactions. Login to Concur and click on the Profile tab; select Other Settings > E-Receipt Activation. For trips that are booked with participating vendors, a receipt will be automatically sent to your Concur account and saved in your Trip Library. If you are missing an original receipt upon your return, these can be used to submit along with your travel claim to substantiate your trip expenses.
US Bank Travel Card

The US Bank Visa Personal Liability Travel credit card is for employees who must travel on behalf of the university. Cardholders can use the card to pay for all expenses related to official university business travel. Purchases of goods or services not directly related to university travel are not permitted. To ensure proper use of the card, the Accounts Payable (AP) office reserves the right to review and monitor all cardholder purchases.

ELIGIBILITY
A CSU Chico faculty or staff member is eligible to apply for a US Bank Visa Personal Liability Travel card by meeting all of the following criteria:
• Their position at the university requires business travel at least two times per year; and
• The card has been authorized by the cardholder's supervisor and their designated administrator for travel expenses ([http://www.csuchico.edu/ap/signature-authority-travel-forms.shtml](http://www.csuchico.edu/ap/signature-authority-travel-forms.shtml)) and,
• The individual has completed an application and agreed in writing to both the US Bank Cardholder Agreement and all CSU applicable policies, procedures and timely payment requirements.
# IRES Travel Guide

The following is after traveler has approval from Mike Schilling (CIO/VP) and submitted information to IASC.

<table>
<thead>
<tr>
<th>Policy</th>
<th>Procedure</th>
<th>Note</th>
</tr>
</thead>
</table>
| **Lodging** | • Traveler is responsible for booking lodging as soon as possible.  
  • Lodging room rate must not exceed $275 prior to tax without approval.  
  • Tax Waiver Exemption Certificate should be completed to present to lodging establishment.  
  • Traveler is permitted to stay with family or friends during travel. | • Traveler books lodging  
  • Lodging and parking estimates should be provided to IASC to include with Request for Approval of Travel.  
  • Tax Waiver Exemption Certificate should be completed and submitted to lodging establishment. | • If lodging exceeds the $275 maximum, prior justification is needed for CIO/VP and approval from Provost.  
  • If traveler chooses to stay with friends or family, a $75 gift may be purchased. Proof by receipt is required for reimbursement, alcohol is excluded. Only one gift per stay. |
| **Transportation** | • Traveler is responsible for informing IASC about their transportation needs.  
  • Airfare can be booked through Concur (Travel Store) as well as car rental with Enterprise at the most reasonable rate possible.  
  • Airfare and rental car should be booked to ensure the best possible rate 30 days or more in advance.  
  • Parking – Traveler is responsible for choosing the most reasonable option. | • Traveler provides the full and complete transportation details to IASC.  
  • IASC can assist traveler with transportation arrangements when booked through Concur provided the traveler has informed IASC of their detailed transportation needs.  
  • When requesting transportation booking assistance: create an account on Concur (Travel Store), add Shannon Grubert as travel assistants, choose E-Receipt activation, and provide details to IASC regarding arrival and departure time preferences. | • If the most affordable rate cannot be used by traveler due to special needs, prior justification from CIO/VP and Provost is required.  
  • If the traveler chooses to use their own vehicle, they will be reimbursed for the shortest route.  
  • If traveler chooses to purchase airfare out of pocket 30 days or more prior to travel, pre travel reimbursement is an option.  
  • Covered airport parking needs prior approval. Valet Parking only when no other option available. Tips to Valet are considered part of the cost of Parking.  
  • Tips to Taxi drivers are part of the cost of Taxi. |
| **Registration** | • Traveler is responsible for registering for the event as soon as possible.  
  • An invoice for proof of registration is required.  
  • Details and agenda regarding the event are required.  
  • Pre conference events require separate approval. | • Traveler registers for event and provides an invoice to IASC with confirmation registration.  
  • Include details about the event if available, such as the agenda, FAQ, etc.  
  • If registration is paid out of pocket 30 days or more prior to travel, pre travel reimbursement is an option. | • If traveler has special needs, request for approval with justification for CIO/VP and Provost is required.  
  • If meals are provided during the event and the traveler declines the provided meal for health reasons, an explanation with justification for approval of the replacement meal purchase is required. |
| **Travel Expense Claim** | • Traveler must keep and provide all **itemized** receipts to IASC.  
  • A maximum of $55.00 per day can be reimbursed on meals for overnight travel.  
  • If the full length of a trip is less than 24 hours, meals and incidentals expenses will not be reimbursed unless the travel includes an overnight stay supported by a lodging receipt.  
  • Tip reimbursement cannot exceed 20%.  
  • Only reasonable business related expenses will be reimbursed.  
  • Claims are to be submitted within 30 days of travel. | • Traveler must provide all **itemized** receipts to IASC in order to be reimbursed.  
  • If the tip is over 20%, the reimbursement will only be for 20% regardless of any additional monies spent. | • Only actuals expenses are reimbursed, including up to a maximum $7 per day incidentals  
  • **Incidentals** as defined by Appendix C are only tips to: Bell hops, Baggage Carriers, Porters, Hotel Housekeepers, Stewards, Stewardess, Ship Personnel and Hotel Servants in foreign countries.  
  • There is no per diem.  
  • Anything non-business related or unreasonable should be paid on a separate credit card or tab to keep business and non-business related expenses separate.  
  • No alcoholic beverages will be reimbursed. |

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**Itemized** receipts are required for all expenses. Invoices from the event hotel, car rental, etc. are required for reimbursement. The amount paid for incidentals must be itemized with detail.
California State University, Chico
IRES Travel Envelope
[To be returned to JASC upon trip completion]

Name: ---------------------------------­
Destination: -------------------------------

Departure:                          Return:
Date: _____  Time: ______  Date: ______ Time: ______

Enclose All Original ITEMIZED Receipts

Travel Receipts Required For:
$_________  Airfare  $_________  Parking
$_________  Lodging  $_________  Shuttle/Bus Service
$_________  Rental Car  $_________  Bridge Tolls
$_________  Rental Car Gas  $_________  Rail
$_________  Taxi

Miles Traveled:
Air Miles Flown:   _____________________________
Taxi Miles:   __________________________________
Rental Car Miles:   _____________________________
Private Car Miles:   _____________________________
Rail Miles:   __________________________________
Shuttle/Bus Miles:   _____________________________

Subsistence Allowance:
Overnight Travel Only:  $55 max per day for meals and $7 max for incidentals
In order to be reimbursed, you must provide all ITEMIZED receipts.
(Tips and tax are included in the $55 per day limit.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Incidentals</th>
</tr>
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<tbody>
<tr>
<td>$</td>
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</table>

Date Breakfast Lunch Dinner Incidentals
Itemized Receipt #1  

**Check 2 of 8**

TRES HOMBRES  
100 BROADWAY STREET  
CHICO, CA  

CHECK #: 2743  
Date: Aug 31, 2017 Time: 12:50pm  
Server: Katie  

Table: 22  

**LUNCH**  
FAJITASALAD 9.00  

Sub Total: 9.00  
Sales Tax: 0.65  

Balance: 9.65  

For Your Convenience  
The Following Calculations:

***Tip Calculator***

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Tip</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>.15</td>
<td>1.45</td>
<td>11.10</td>
</tr>
<tr>
<td>.16</td>
<td>1.74</td>
<td>11.39</td>
</tr>
<tr>
<td>.20</td>
<td>1.99</td>
<td>11.98</td>
</tr>
</tbody>
</table>

**Customer Copy**

**Sale:** $9.65  
**Tip:** $1.50  
**Total:** $11.15  

THANK YOU
Approving Authority Responsibility

The approving authority designated to approve travel claims ensures all expenses are reasonable in terms of price, purpose, and necessity.

The approving authority is responsible for:

a. Ensuring expenses charged to funds authorized for the purpose.

b. Ensuring expenses requested are ordinary, reasonable, not extravagant, necessary, and supported by a business purpose or justification, as appropriate.

c. Validating, to the extent possible, that the expenses listed were actually incurred by the employee and that appropriate supporting documentation is attached.

d. Reviewing and approving the business purpose and ensuring the request is in compliance with any applicable sponsored project/grant requirements.

e. Approving/denying payment of the travel claim in a timely manner.

f. Denying expenses not directly related to official University business.