

**CALIFORNIA STATE UNIVERSITY, FRESNO FOUNDATION**  
**Effective September 1, 2005**

CIRCULAR 03-4

**TRAVEL EXPENSE AND ALLOWANCES**

**I. SCOPE & AUTHORITY**

These procedures apply to all California State University, Fresno (University) and California State University, Fresno Foundation (Foundation) employees authorized to travel on Foundation and/or University business. The Executive Director of Auxiliary Services or designee is authorized to issue interpretations and take other actions appropriate to implement provisions of these procedures.

The Office of the Chancellor's "Compilation of Policies and Procedures for California State University Auxiliary Organizations" sets forth the standards under which the California State University, Fresno Foundation operates. According to Section 9 of the policy manual:

- Each auxiliary organization shall maintain documentation for expenditures consistent with good business practice, and in keeping with applicable documentation standards required by Federal, State and local governments (section 9.2.1.2.A).
- Since auxiliary organizations have a special relationship with The California State University, their travel reimbursement policies should generally parallel policies applicable to the CSU (section 9.7.1)

According to the California State University Travel Procedures (HR 96-11):

- No travel expense account shall be paid unless rendered upon a Travel Expense Claim. All expense accounts shall be properly itemized, accompanied by the necessary vouchers and approved by the duly authorized campus officer.
- Each employee must state the purpose or objective of each trip for which reimbursement is claimed.

With respect to auxiliary organizations, California Education code Section 89900 (b) provides, in pertinent part " ...the president... shall be responsible for ascertaining that all expenditures are in accordance with policies of the trustees, the propriety of all expenditures, and the integrity of the financial reporting made by auxiliary organizations".

**II. DEFINITIONS**

For the purposes of these procedures, the following definitions will apply:

- A. Headquarters. A headquarters shall be established for each employee and shall be defined as the place where the employee spends the largest portion of regular workdays or the place where the employee returns on completion of special assignments. For most employees, the headquarters will be the California State University, Fresno campus.
- B. Residence. A place of primary dwelling shall be designated for each employee. The primary dwelling shall be defined as the actual dwelling place of the employee.
- C. Travel Expenses. Travel expenses include:

1. Subsistence Expenses. Subsistence expenses include charges for meals, lodging and charges for personal expenses (see incidental allowance, section IV. D.) incurred while on travel status.
  2. Business Expenses. Business expenses consist of the charges for business phone calls and communications, equipment or supply purchases and all other charges necessary to complete official business.
- D. Employee. Employees include all full time, part time, grant-related and volunteer employees.

### **III. TRAVEL EXPENSE CLAIM PROCEDURES**

- A. No travel expense reimbursement shall be paid unless submitted on a Foundation Travel Expense Claim form. All expense claims shall be properly itemized, accompanied by the original supporting receipts and approved by the authorized account signer with an original signature. Signature stamps are not acceptable. The account signer approving the claim is responsible to ascertain the necessity and reasonableness of the travel claim and that adequate documentation is attached to support the claim. Travelers may not approve their own travel expense claim form for amounts equal to or greater than \$100.00. An approval by the traveler's supervisor is required. The Executive Director of Auxiliary Services or designee will disallow unreasonable or excessive travel expense claims.
- B. Travel expense claims shall be submitted for reimbursement within one month of the date the expenses were incurred. Travel expense claims submitted beyond one month may not be reimbursed unless there are extraordinary circumstances that justify the late submission.
- C. In order to meet Internal Revenue Service requirements, travel expense claims must include:
  1. The inclusive dates for each trip and the times of departure and return.
  2. The purpose or objective of each trip
  3. The headquarters address and the primary dwelling address
  4. Certifications that the travel expenses were incurred in accordance with Foundation policies and on official business of the Foundation and/or the University.
  5. The amount of each separate expenditure such as transportation, lodging or meals.
  6. The destination or area of your travel. Use the name and address or location of each destination. General destinations such as "Fresno and vicinity" are not acceptable for local travel.
- D. In cases where receipts cannot be obtained or have been lost, a statement to that effect should be made and attached to expense claim.
- E. Travel advances must be noted and deducted from subsequent reimbursements. See section VI regarding travel advances.

### **IV. PER DIEM SUBSISTENCE ALLOWANCE**

- A. In computing the per diem subsistence allowance for authorized travel, the following maximum reimbursements will be allowed in any 24-hour period or any fractional part thereof for expenses incurred more than 25 miles from the normal work location:

Type of  
Expenditure

Statewide

Lodging Actual single rate lodging expenses supported by a paid itemized receipt.

Breakfast	\$ 10.00
Lunch	15.00
Dinner	<u>25.00</u>
	\$ 50.00

- B. Travelers are responsible to coordinate lodging arrangements with a travel agent or directly with the hotel. The traveler may request a purchase order from the Foundation to guarantee the hotel stay. It is the traveler's responsibility to determine, in advance, if the hotel will accept a purchase order as a guarantee. Lodging rates should be comparable to those arising from the use of good, moderately priced establishments catering to the general public. Actual lodging expenses will be allowed when documented by an itemized receipt that indicates how the expense was paid. Credit card receipts are not acceptable as many charges could be included that are not reimbursable lodging expenses.
- C. Subsistence Meals
1. **BREAKFAST**-May be claimed when leaving prior to 7:00 am and/or returning after 9:00 am. Continental breakfasts are not considered to be a meal.
  2. **LUNCH**-May be claimed when leaving prior to 11:00 am and/or returning from an overnight trip after 2:00 p.m. **Lunch will not be reimbursed when claimed for a single day trip.**
  3. **DINNER**-May be claimed when leaving prior to 4:00 p.m. and/or returning after 6:00 p.m.
  4. The normal workday hours for implementation of these procedures are 8:00 am to 5:00 p.m.
  5. When meals are furnished or otherwise paid for, such as meals included in a conference fee, the person traveling may not claim reimbursement for those meals.
  6. Receipts are not required for subsistence meal expenses.
  7. Travelers may choose to be reimbursed for actual expenses incurred, if they spend less than the subsistence meal allowance.
- D. Incidentals
- An incidental allowance of \$5.00 per day may be claimed for each complete 24-hour period while on travel status. This allowance is designed to cover incidental expenses including, but not limited to laundry, dry cleaning, personal phone calls, and fees and tips for waiters and baggage handlers. Receipts are not required for incidentals. It is not designed to include cab fares, business telephone calls and telegrams for which reimbursement may be claimed.

- E. Business Related Meals While on Travel Status  
Business related meals cannot be claimed on a travel expense claim form. A community relation's authorization form must be used for these types of claims.
- F. Claims for meal expenses where attendance is primarily for public or community relations cannot be reimbursed on a travel expense claim form. A community relation's authorization form must be used for these types of claims.
- G. No reimbursement will be made for valet services or liquor/bar bills.

## V. **TRANSPORTATION EXPENSES**

Transportation expenses consist of the charges for commercial carrier fares; vehicle rental; private car mileage allowances; overnight and day parking for cars; bridge and road tolls; taxi, bus, streetcar, rapid transit fares; and all other charges essential to the transport to and from the official headquarters. Reimbursement will be made only for the method of transportation that is in the best interest of the Foundation and/or the University, considering both the direct expense as well as the traveler's time. Travelers should use the University issued corporate American Express card to obtain State-contracted rates on airline tickets, hotels and rental cars when savings can be realized.

- A. Transportation by Automobile
  1. Travelers will be reimbursed the maximum rate of **55 cents** per mile for use of privately owned automobiles.
  2. Travelers are responsible to coordinate travel arrangements with a travel agent or directly with the rental car agency. The traveler may wish to charge these expenses on their own credit card. The Foundation provides corporate credit cards for most of the major rental car agencies. They are available for sign out at the Foundation. Vehicle rental will be reimbursed for actual and necessary costs of such rental when supported by a voucher, **excluding damage waiver expense**. No reimbursement will be made if a traveler authorizes additional drivers without prior approval of the Executive Director of Auxiliary Services/Designee.
  3. Receipts are required for vehicle rental.
  4. Rental of vehicles for the purpose of transportation of students or project participants is not allowed unless the rental is in the name of the California State University, Fresno Foundation. Students are not allowed to drive vehicles rented in the name of the Foundation.
  5. An intermediate or mid-size car would be the category most commonly used by travelers. Justification may be required for larger vehicles.
- B. Transportation by Aircraft
  1. Travelers are responsible to coordinate travel arrangements with a travel agent or directly with the carrier. The claimant may wish to charge these expenses on their own credit card.
  2. Travelers will be reimbursed the actual cost for use of a commercial carrier.
  3. In general, travel/accident insurance is not a reimbursable expense; however, insurance requirements for international travel may vary.

Please contact the Foundation for questions regarding international travel.

4. Air travel will be via coach class. Special low cost rates should be utilized when possible. Business class travel on international flights over six hours would be appropriate, only if approved in advance by a Vice President or the President. First class travel will not be reimbursed.
  5. Travel by privately owned aircraft would be allowed subject to The California State University policy HR 96-11, attachment B, and section 113.B.
- C. Receipts are not required for bus fares, taxi or hotel bus fares, and parking fares of \$10.00 or less.
- D. No reimbursement will be made for the following transportation expenses:
- Expenses arising from travel between home and headquarters
  - Traffic/parking tickets or fines
  - Expenses for spouses traveling with the traveler unless deemed necessary and appropriate and approved, in advance, by the appropriate University Vice President or the University President or the Executive Director of Auxiliary Services (for Auxiliary Services employees only).
  - First class airfares
  - Motorcycle transportation costs
- E. The Foundation does not limit the traveler to a list of approved travel agents.
- F. Travel Notification forms should be completed prior to trips for insurance purposes only. The Travel Notification Form is required for international travel.

## **VI. TRAVEL ADVANCES**

The Foundation does not issue travel advances to travelers, except in extraordinary circumstances. Travel advances issued must be deducted when the Travel Expense Claim is submitted for the intended trip. Travel advances in excess of itemized expenses must be repaid to the Foundation within a reasonable time not to exceed 30 days from the end of the trip. No new travel advances or expense reimbursements will be issued to an individual who has an outstanding travel advance more than 30 days old. The travel advance must be repaid to the Foundation immediately when a trip is cancelled or postponed. The Foundation will make available to employees upon request, an application for a Foundation sponsored credit card to be used solely for Foundation-related expenditures. If the employee qualifies, there is no charge for the issuance of this card. The cardholder is solely responsible for the credit card payments, not the Foundation. Cash advances may be secured using this card. Travelers may also apply for the University's corporate American Express card. Conference registration fees may be paid in advance directly by the Foundation or paid by the traveler and reimbursed to them.

## **VII. TRAVEL EXPENSES FOR JOB CANDIDATES**

Reimbursement may be allowed for travel expenses of job candidates who are called for employment interviews. Travel expenses for spouses of candidates may also be reimbursed, if approved in advance. Reimbursement will be for

actual expenses incurred and must be approved by the appropriate University Vice President or the University President or the Executive Director of Auxiliary Services (for Auxiliary Services candidates only).

**VIII. MOVING AND RELOCATION EXPENSES**

Reimbursement may be allowed for moving and relocation expenses. Reimbursement will be for actual expenses incurred and must be approved by the appropriate University Vice President or the University President or the Executive Director of Auxiliary Services (for Auxiliary Services employees only).

**IX. FOUNDATION TRAVEL CLAIM REVIEW RESPONSIBILITIES**

Foundation Financial Services will review all travel claims prior to reimbursement to:

- Ensure compliance with Foundation and all other appropriate policies
- Ensure that per diem rates are adhered to
- Ensure that supporting documentation matches the travel claim request
- Ensure that all claims have been properly approved with an original signature
- Ensure that all travel advances are timely and properly deducted or reimbursed to the Foundation

Failure to comply with this policy will result in follow up to the traveler and/or account signer and may result in a delay in processing the reimbursement. An attempt will be made to communicate any discrepancies to the traveler or the travel claim will be returned to the claimant for completion.

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