

COLLEGE OF HEALTH AND HUMAN SCIENCES
TRAVEL POLICY & PROCEDURES FOR FACULTY & STAFF

TRAVEL AUTHORIZATION:

All domestic and international travel must be submitted via FTS for approval. All travel relating to University business or research must be pre-authorized, regardless of funding source (i.e. TR&D, University Grants, or non-university funds such as Tower and Research Foundation). When submitting the travel authorization, ensure the business purpose is clearly stated and the trip date range includes dates on official university business, as well as, any dates for personal travel (if applicable).

Travel authorization processing deadlines (listed below) **must** be followed regardless if the traveler has full intent to go - travel authorizations can be cancelled prior to being “Distributed” in FTS and funds re-released to current FY funding if the trip does not take place (exceptions being prepaid expenses that cannot be refunded. i.e. airfare refund fee, registration, etc.). If, however, a University Funded trip needs to be cancelled and the travel authorization has already been “distributed”, the associated travel reimbursement automatically created in FTS should be cancelled if no pre-paid expenses have been incurred. Include estimated travel expenses with each travel authorization request.

For estimating international travel expenses, consult the GSA schedule for maximum per diem allowance for the location ([U.S. Department of State, Office of Allowances](#)).

Final Authorization must be obtained PRIOR to any travel expenses being incurred

Department Processing:

Travel Type	Total Days Required Prior to Trip Departure	Final Approver
	~Department Level Approval~	
Domestic	1-2 weeks	Dean
International (non-High Hazard)	45 days	President
International (High Hazard Foreign Travel) High Hazardous Country List AND CSU Risk Management	9 weeks	Chancellor

Documentation/Explanation required for submission with Travel Authorization:

Late Travel	Include justification for why travel request was not received by the Dean’s Office before the deadline outlined in the previous chart.
High Hazard International Travel	Copy of completed High Hazard Foreign Travel Approval Request
Prohibited States Travel	Explanations must meet travel policy exceptions list (Appendix E of SJSU Travel Guide) for states on the Prohibited States List .
Personal Travel Dates	Include personal travel time added to business travel and indicate which dates are personal.
Business Meetings	Who the meeting is with and the purpose; include agenda.
Research/data collection/collaboration efforts	Summary of day-to-day travel objectives for data collection (including collaborators/colleague names & affiliations, seminars, meetings, interviews, etc. pertaining to time spent at travel destination)
Donor and/or Alumni Meetings	Attach a list of the names and phone numbers of the donors/alumni the traveler will be meeting with.
Conference/Workshop	Conference agenda/outline AND, if presenting, acceptance letter from conference/workshop.
Lodging (Domestic)	If the lodging amount exceeds \$275/night (plus tax), please include justification. Pre-approval by a campus vice president or designee is required for any rate over this allowed limit.
Lodging (International)	U.S. Department of State, Office of Allowances If the lodging amount exceeds the rate indicated at the website above, please include justification.
Meals & Incidentals	Meals - \$55/day (no documentation needed) Incidentals - \$7/day (no documentation needed) International – refer to U.S. Department of State, Office of Allowances for meals and incidentals

Back-to-Back Travel (i.e. two conferences in close proximity and dates)	Explain the purpose/necessity of attending both trips.
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The university travel agency is Fell Travel, Inc. When pre-booking your airfare and rental car with Fell Travel, work with your Department/School admin to obtain the required trip number and chart field strings prior to completing a reservation quote request.

Fell Travel, Inc.
 Tom & Karen - Travel Consultants
 Local: (650) 827-7300
 Toll Free: (800) 321-3355
 On-line Reservation Form: <http://www.felltravel.com/forms/sjs>

TRAVEL REIMBURSEMENT:

Claimant must submit the associated travel reimbursement which was created automatically in FTS when the travel authorization was “distributed” for all University funded travel. For Tower and Research Foundation funded travel, a paper reimbursement will need to be submitted. Include all required receipts/documentation with all reimbursement requests.

Documentation/Explanation required for submission with Travel Reimbursements:

*****Receipts are required for individual expenses exceeding \$75 (i.e. lodging, transportation and other incidentals). Please keep in mind that actual meal expenses are still only reimbursable up to the \$55 per diem.*****

Late submission of reimbursement	If the travel reimbursement has been submitted after the 60 day deadline , include a justification.
Lodging	A hotel folio must be submitted for all lodging reimbursement requests, regardless of funding source.
Meals	If not using per diem, attach meal receipts for actual meal expenses up to the allotted per diem (i.e. \$55 - Domestic). In the event the traveler must forego the provided conference meal for health or business reasons, an explanation for the purchase of the meal replacement must accompany the reimbursement.

Transportation	<p>Flight/train/car rental/taxi/shuttle/parking receipts (except for individual expenses less than \$75) and/or mileage estimate for private vehicle reimbursement.</p> <p>Airfare will be reimbursed at the lowest fare rate available at the time of booking.</p> <p>Rental Cars – include business justification for any rental vehicle upgrades.</p> <p>Use of Privately Owned Vehicles on University Business</p> <p>In order to use a privately owned vehicle, you must have an Authorization to Use Privately Owned Vehicles on State Business (Std. Form 261) on file with your Department Office.</p> <p>The reimbursement rate for mileage is \$0.535/mile.</p>
Incidentals/Other	<p>Incidental expenses for travel within the contiguous United States will be based on actual amounts incurred up to a maximum of \$7 a day (no receipts needed). Examples of incidental expenses include fees and tips given to porters, baggage carriers, bellhops, etc.</p>
Miscellaneous Business Expenses	<p>Justification must be provided for all miscellaneous expenses. (i.e. visa info, copy services, computer services, etc.).</p> <p>Effective January 1st, 2016, travel expenses for spouse or registered domestic partners are allowable when the significant other’s presence serves as a bona fide University business purpose (or for relocation). Please include justification.</p>
International Travel (additional)	<p>Copy of Meals and Incidentals rates from country listed on U.S. Department of State, Office of Allowances</p>
Registration	<p>Attach conference registration charge.</p> <p>If your Department does not have a GoCard, registration can be paid for via the Registration Payment Request form.</p>
Conference Travel	<p>The college reimburses only eligible business expenses incurred on the actual conference dates. Travel expenses incurred before or after the conference do not qualify for reimbursement. In cases where extension of stay is necessary due to special circumstances, prior approval from the Dean must be obtained.</p>
Donor/Alumni Travel	<p>Attach a description of the outcome of the donor/alumni meeting.</p>

LINKS:

For your convenience, please review the following links in preparation of your potential travel

[University Travel Guide](#)

[Academic Affairs Division Travel Procedures](#)

[Request for Travel Authorization Form](#) (Non-SJSU Employee/Student)

FTS Tutorials

[Travel Authorization Tutorial](#)

[Travel Reimbursement Tutorial](#)