



San José State
UNIVERSITY

* Facilities Development & Operations * One Washington Square * San Jose, CA 95192-0010 *
* Telephone: 408-924-1950 * Fax: 408-924-1981 *

November 21, 2008

TO: All FD&O Employees
FROM: Tony Valenzuela
AVP of Facilities Development and Operations

SUBJECT: Travel and Training Procedures

The following travel procedures have been prepared for Facilities Development and Operations employees in accordance with CSU/University Travel Policy. It is the intent that any reimbursement of expenses incurred in conjunction with University travel and/or training programs is limited to expenses an employee incurs over and above those expenses incurred had travel not occurred.

1. All Travel bookings, training registrations, hotel accommodations and expense reimbursements must be made through Marina Nazaryan in FD&O's Administrative Services Department. All training and travel requests must be pre-approved by the appropriate Administrator/Director using FD&O's Training & Development/Travel Request Form (Attached). The request must include the total expected cost of the trip, purpose, location and dates of trip. This will ensure we adhere to the CSU/University Travel Policy as well as coordinate proper coverage for employees who are away from their normal duties. In addition, this will enable us to utilize preferred suppliers/carriers to achieve the best possible pricing. Please keep in mind that with advanced planning (14+ days) Marina, in conjunction with our outside Travel Agency, will generally be able to obtain better travel pricing.

Air Travel:

- All Air travel requires the pre-approval of the Department Director and AVP.
- The mode of Air travel will be the most economical use of time and money of the personnel involved and the requirements of the trip. This may involve booking certain travel with non-refundable tickets, using alternate airports within reasonable proximity, and booking flights which may require a single stop (not to exceed 2 hours). However, consideration will be made as to the number of employees traveling, the trip distance, and financial impact. Currently, E-tickets are required when booking flights through our outside Travel Agency and are emailed to Marina. This information is forwarded by Marina to the Traveler.
- Use of personal vehicles in lieu of air travel may be allowed for venues over 200 miles away, but must have prior approval of the Department's AVP.

Car Rental:

- **Enterprise** is the approved car rental agency for the State of California. When renting a vehicle for business purposes, SJSU will not reimburse for insurance loss damage waiver, or collision damage waiver. If travelers choose to purchase additional insurance, it is **not reimbursable**. Vehicle upgrades are also not reimbursed.
- All Enterprise car rentals are direct billed to the University. Employees should not use their personal credit card for an Enterprise car rental to avoid potential duplicate payment

Hotel Reservations:

- To ensure best possible pricing and use of our preferred CSU/Travel Agency Hotels, all Hotel bookings should be made through Marina.

Travel Reimbursement Process:

1. All travel related receipts must be forwarded to Marina. In the event an airline ticket is issued, please forward the ticket stub of airline ticket along with any other travel or meal receipts to Marina.
2. Marina completes the on-line claims reimbursement form and coordinates with both Traveler and Director for appropriate approvals.
3. Marina forwards the travel reimbursement claims form to NP for reimbursement.

Meal:

- All meals over \$25 must have a **detailed** and **itemized** receipt. Credit card receipts that show only the total are **not acceptable**.
- If you have a business related meal and choose to pay for another person's meal, a detailed receipt must be provided. You will also need to provide an explanation of the circumstances surrounding the meal and the names of the persons attending.

Mileage:

- The current mileage reimbursement rate is \$0.585 per mile.

If you have additional questions, please contact Marina at extension 4-1952 for clarification. Also, for complete details on University Travel policy and procedures, you can view the University website at: <http://www.sjsu.edu/pass/facultystaff/travel/guide/meals>. The University will not reimburse expenses that are not in accordance with these guidelines.

FACILITIES DEVELOPMENT & OPERATIONS
Request for Training & Development/Travel

Check ALL that apply:

Training Registration:

Date: _____

Travel Accommodation:

Director's Approval: _____

Employee Name: _____

Name of Event / Description of Trip: _____

Dates of Trip / Training: _____

City, State of Destination: _____

Please indicate transportation requirements:

Car Rental: Yes or No

Personal Vehicle: Yes or No

Airline Preferences:

Departure Date: _____ **Airport:** _____ **Preferred Time:** _____

Return Date: _____ **Airport:** _____ **Preferred Time:** _____

Hotel Reservation:

Preferred Hotel: _____

Hotel Phone Number: _____

City, State: _____

Circle Preferences:

Room: SNG DBL Bedding: 1K 1Q 2K 2Q 2D

Smoke Non Smoke

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Administration Use ONLY:

Requisition number: _____

Chart Field: _____