

SAN JOSÉ STATE UNIVERSITY

AVP FINANCE AND ADMINISTRATIVE TECHNOLOGY

EXECUTIVE SUMMARY

CSU TRAVEL POLICY KEY HIGHLIGHTS AND IMPACT TO SAN JOSÉ STATE TRAVEL GUIDE

The revision of CSU's Travel Policy was undertaken to provide a common set of procedures for handling travel claims and payments, and to assist travelers and Approving Officials alike with improved guidance on when travel costs are reimbursable by the University. Here is a comparison of the new CSU policy and procedures to the current SJSU guidelines. **Note:** there are three documents provided by the CO; 1) CSU Travel Policy 3601.01, 2) CSU Travel Procedures and Regulations G-001 and 3) CSU Executive Summary of Changes.

[San José State Travel Guide](#)

[CSU Travel Policy 3601.01](#)

[CSU Travel Procedures and Regulations G-001](#)

[CSU Executive Summary of Changes](#)

| | Page Ref | CSU Policy and Procedures | Page Ref | SJSU Travel Guide | Recommendation |
|---|-------------|---|----------|---|--|
| 1 | Policy p. 2 | Authorization to travel must be obtained from appropriate administrators within the employee's organization as determined by the organization's identified delegation of authority. | | Current practice is to require authorization by the VP's for domestic travel and by the President or designee for international travel. | Continue current practice of VP/designee approval for domestic travel and President /designee for international travel. VP's must formalize the delegation via email or memo to VP A &F. * Foreign Travel requires insurance per CSU Coded Memo RM 2001-03. |
| 2 | p. 33 | Travel Claim Approver must be by an individual who does not report directly or indirectly to the traveler. | | Current SJSU practice is to require VP approval for domestic travel and Presidential approval for International travel. | Continue current practice of VP/designee approval for domestic travel reimbursement, and President /designee for international travel reimbursement until such time an online travel claim process is established which will allow VP authorization for travel and dept. manager approval for reimbursement. VP's must formalize the delegation via email or memo to VP A &F. *Foreign Travel requires insurance per CSU Coded Memo RM 2001-03. |

| | Page Ref | CSU Policy and Procedures | Page Ref | SJSU Travel Guide | Recommendation |
|---|----------|--|----------|--|---|
| 3 | p. 19 | Travel less than 24 hours: No expenses for meals or incidental will be reimbursed for travel of less than 24 hours, unless the travel includes an “overnight” stay as supported by lodging receipts. Exceptions to the overnight stay are allowed by the approving authority. | p. 11 | Partial day meal maximums are \$10.00 breakfast, and \$25.00 dinner. There is no allowable incidental or lunch reimbursement for travel less than 24 hours. | Follow CSU policy - Travel less than 24 hours without an overnight stay will have no meal reimbursements. |
| 4 | p.17 | Travel Outside Contiguous 48 States. Implements federal government per diem rates for lodging, meals and incidentals outside of the contiguous 48 states. This approach accommodates the higher costs normally found in those locations and ensures regular updates to the rates. Receipts are required for lodging less than 30 days with overnight stay. (see attached appendix C) | | Current practice applies a maximum \$50 per day for meals, with specific exceptions as approved. Lodging is reimbursed at actual cost up to a maximum of Federal Government Per Diem for specific locations. Receipts are required for all lodging. | Follow CSU policy - Increase maximum meal reimbursement to \$55 per day and continue current practice of reimbursement for lodging based on actual receipts up to the maximum Federal Government Lodging Per Diem for specific locations. Require receipts for all lodging. |
| 5 | p. 18 | Lodging will be provided for travel more than 25 miles (one way) of an employee’s headquarters or residence, whichever is closer. <ul style="list-style-type: none"> Lodging less than 30 days receipt required. Lodging greater than 30 days no receipt required. | p. 10 | CSU policy does not allow campuses to reimburse employees for hotel/housing expenses when associated with non-travel events. Therefore, employees will not be reimbursed for local stays, lodging or on-campus housing including stays at Spartan Village. | Follow CSU policy - Lodging will be provided for travel more than 25 miles (one way) of an employee’s headquarters or residence, whichever is closer. |

| | Page Ref | CSU Policy and Procedures | Page Ref | SJSU Travel Guide | Recommendation |
|---|--------------------------|---|-----------------|---|--|
| 6 | p.19, 33, Appendix A & C | <p>Meals: The new procedures stipulate that reimbursement will be made for actual meal expenses for travel in the contiguous 48 states up to \$55 per day. Separate meal limits are eliminated. Receipts are required for expenses of \$25 or more.</p> <p>It is incumbent upon the traveler and the approving authority to ensure only actual costs are reported. Approvers may request receipts or additional documentation if it appears that an employee is routinely claiming the same amounts for the same items.</p> | p. 11 | <p>Meal/Subsistence: For each complete 24-hour period, the maximum meal reimbursement amount is \$50.00.</p> <p>Meal maximums are \$10.00 breakfast, \$15.00 lunch, and \$25.00 dinner. Any item of expense for \$25.00 or more must be substantiated by a receipt.</p> | <p>Follow CSU policy - Maximum meal reimbursement of \$55/day with receipts required only for meals greater than \$25. Alcohol with meals will not be reimbursed from University Funds. Reimbursement for meals to be based on actual expenditures, not the per diem. Receipts may be required if an employee is routinely claiming the same amounts for the same meals.</p> |
| 7 | p. 19 and Appendix A & C | <p>Incidentals: Incidental expenses for travel within the continental United States will be based on actual amounts incurred up to a maximum of \$7/day. Examples of incidental expenses are fees and tips, baggage carriers, bellhops, hotel housekeepers, stewards or stewardesses and others on ships, and hotel servants in foreign countries.</p> | p. 10 | <p>An additional \$5.00 incidental allowance may be claimed for each complete 24-hour period. The term incidental allowance includes, but is not limited to, expenses for laundry, cleaning and pressing of clothes, and tips for waiters and baggage handlers. It does not include cab fares, telegrams, or telephone calls.</p> | <p>Follow CSU policy - reimbursement of incidentals will increase to \$7 per day based on actual expenditures.</p> |
| 8 | p. 20 | <p>Miscellaneous Expenses are reimbursable when they are ordinary and necessary. An explanation of why such expenditures are being claimed must be included with the expense claim.</p> | p. 3 | <p>Charges for business phone calls and telegrams, emergency clothing, equipment or supply purchases, and all other charges necessary to the completion of official business. Any emergency purchase must be explained, and if over \$25.00, approved by the President or the President's designees.</p> | <p>Follow CSU policy - Eliminate the current requirement for President approval of items over \$25.00, but require a justification on claim form.</p> |

| | Page Ref | CSU Policy and Procedures | Page Ref | SJSU Travel Guide | Recommendation |
|----|-----------------|---|-----------------|--|---|
| 9 | p. 10 | Transportation Expenses: Clarifies that transportation expense shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip. | p.12 | Reimbursement will be made only for the method of transportation that is in the best interest of the University, considering both direct expenses as well as the employee's time. Provided the mode of transportation selected does not conflict with the needs of the campus, the employee may use a more expensive form of transportation and be reimbursed at the amount required for a less expensive mode of travel. Both modes of transportation will be shown on the travel claim with reference to CSU procedure 111B. | Follow CSU Policy and language. Transportation expense shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip. |
| 10 | p.30 | Requires a <u>travel expense claim</u> be processed even if no reimbursements are due the traveler, but there were pre-paid expenses by the University. For travel covered entirely via pre-payment arrangements a claim must be processed as verification that the expense was incurred. | | Not current practice. | Follow CSU policy – submit a travel expense claim even if no reimbursements are due. Once an online travel claim process is established, this will be an automated part of the process. |

| | Page Ref | CSU Policy and Procedures | Page Ref | SJSU Travel Guide | Recommendation |
|----|-----------------|---|-----------------|---|--|
| 11 | p. 31 | <p>The original itemized receipts for the following must be submitted with the Travel Expense Claim:</p> <ul style="list-style-type: none"> Receipts for all lodging expenses except where per diems are authorized for lodging expenses (e.g., long-term travel or international). Since hotel receipts may include charges that are not reimbursable, the traveler shall not be reimbursed for lodging expenses unless the receipt presented by the traveler contains itemized charges for the room, e.g., taxes, telephone, etc. Any reimbursable item costing \$25 or more. | various | <ul style="list-style-type: none"> Actual lodging expenses must be supported by an itemized hotel receipt. Receipts are required for every item of expense of less than \$25.00 except as follows: Street car, bus, rapid transit, ferry fares, bridge and road tolls. All legal (e.g., attorney fees or other expenses related to law suits or legal actions) expenditures of \$1.00 or more. Parking fees of \$10.00 or more for any one continuous period of parking. Taxi or hotel bus fares greater than \$25.00. Long Distance telephone or telegraph charges, if greater than \$5.00. You must indicate the date, place, and person called. Calls must be for official University business to be eligible for reimbursement. | <p>Follow CSU policy - Require itemized receipts for:</p> <ul style="list-style-type: none"> Lodging Airfare Rental Car Expenses over \$25 including meals |

CSU TRAVEL PROCEDURES AND REGULATIONS G-001 (EXCERPT)

APPENDIX C

LODGING AND MEALS & INCIDENTALS REIMBURSEMENT CAPS, AND RECEIPT REQUIREMENTS

The following chart summarizes the applicable reimbursement methods and the maximum rates authorized for lodging and meal and incidental expenses (M&IE) incurred while on travel status:

| | Less Than 30 Days with Overnight Stay | 30 Days or More | In Excess of One Year |
|--|---|---|---|
| Continental United States ¹ Daily M&IE Lodging ² | Actual meal expenses up to \$55/day + \$7/day Incidentals allowance <i>Receipts required for expenses of \$25 or more.</i> Actual lodging <i>Receipt required.</i> | Maximum Meals and Lodging Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area. <i>No receipts required.</i> | Per Diem up to 150% of 30 day per diem. <i>No receipts required.</i> |
| Alaska, Hawaii and the U.S. Possessions ³ Daily M&IE Lodging ² | Published Federal Government Per Diem for specific location. <i>No receipts required.</i> Actual lodging. <i>Receipts Required.</i> | Maximum Meals and Lodging Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area. <i>No receipts required.</i> | Per Diem up to 150% of 30-day per diem. <i>No receipts required.</i> |
| International Daily M&IE and Lodging | Published Federal Government Per Diem for specific location. <i>No receipts required.</i> | Maximum Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area. <i>No receipts required.</i> | Per Diem up to 150% of 30-day per diem. <i>No receipts required.</i> |
| Non-Commercial Facility Daily Lodging Expenses ⁴ | Actual expenses up to 100% of Published Federal Government Per Diem for specific location. <i>Receipts required for non-international travel.</i> | Maximum Per Diem Determined by Authorized Approver cannot exceed Federal per diem. <i>No receipts required.</i> | Per Diem up to 150% of 30-day per diem. <i>No receipts required.</i> |

Federal Per-diem rates for all locations: <http://www.gsa.gov/portal/category/21287>

¹ Travel within the continental United States.

² Reasonable lodging expenses supported by a receipt are reimbursable.

³ Travel within Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and possessions of the United States.

⁴ Use per diem rate for appropriate geographic area