



Travel Claim FAQs

- ***What is the per diem rate for meals?***

It depends on the departure time. If you leave before 7 am on a one day trip, then all three meals are covered (and reported as taxable income). If you leave before 9am on a trip greater than 24 hours then all three meals are covered. If you leave by noon, then lunch and dinner are covered. If you leave by 6pm, then dinner is covered. All meals are reimbursed for actual expenses only. The value of each meal is as follows: breakfast \$10, lunch \$15, and dinner \$25. The maximum reimbursement amount is \$50.00 for each completed 24-hour period.

- ***Who do I contact when checking status of a claim?***

If you have access to PeopleSoft you can look up your travel claim. Please contact CMS help desk @ 4-1530 for more details. If you need to speak to someone and the trip was domestic travel, call; Jean Muroya at 4-1680. If the trip was for international travel or an advance was issued, call; Sara Tipton at 4-1659.

- ***What is the current mileage rate?***

\$0.485 per mile. You must include your private vehicle license number on the travel expense claim form, when claiming mileage reimbursement. Remember, we compare flight costs to your mileage reimbursement; you will only receive the lesser of the two.

- ***When can I claim an incidental and for how much?***

You may claim an incidental fee of \$5.00 for each day after the first 24-hour period.

- ***What if I make a mistake on the claim?***

Cross out the mistake and write the correct information above. **Do not** use whiteout or pencil.

- ***Where can I locate a copy of the travel guide?***

You can access the travel guide and all forms related to travel at www.sjsu.edu/pass/facultystaff/travel.

- ***What should I put for purpose and destination of the trip?***

Include the complete name of the conference or seminar as well as the destination.

- ***How am I notified about travel changes and updates?***

Procurement Bulletins are issued to the campus via email. To subscribe, go to www.sjsu.edu/pass/news/ppnews_bulletin.

- ***How long do I have to turn in a travel claim after my trip is complete?***

30 days. If you requested and received an advance before your trip you **must** turn in your claim within 30 days or you risk having the full amount of the advance deducted from your payroll check. This will cancel direct deposit and revoke your privilege of receiving future advances.

- ***When can I expect to receive my reimbursement check once I have turned in my travel claim?***

You will receive your reimbursement check approximately ten working business days after submitting your claim (provided all documentation needed to process the claim is attached and correct).