First things first....

This guide was written with the busy faculty member in mind. The information here is not meant to be the exhaustive guide to travel but rather to provide a guide on key points and processes. Most of all it is my hope that it makes it a little easier to navigate all the different rules and processes we have on campus around travel.

What’s covered?
This guide begins by laying out some things to consider before you leave on your trip. There are a lot of reasons why a claim or expense will be denied and my goal is to get you thinking about potential pitfalls to avoid before they become problems. With that in mind there are a few travel scenarios that can provide guidance on common policy and processes.

It’s complicated
There are a lot of rules to follow, some of which change many times over. Not to mention they may differ depending on the funding source. On this campus there are a minimum of four different organizational travel processes that sometimes overlap each other. I’ll try to simplify their rules and requirements in one document to make it easier to understand.

Good to Know
Lastly, I have included links to the various travel guides that have served as the main sources for the information I have provided, and other helpful links to tutorials and forms.

The more things change...
With any large institution you have an even larger bureaucratic machine helping to keep it running. But that also means that the rules guiding reimbursement can change from one day to the next. If there’s a question or doubt about any part of your travel please do not hesitate to ask for help.

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With a little planning in advance you can save yourself a headache later. Page 2

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Important SJSU travel links
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Get a quick overview of the most common requests/action items for all three financial entities on campus. Page 6
Before you go...
Authorization to travel

In order to ensure a complete and successful travel reimbursement there are a few things you need to think about and do as you prepare your travel authorization.

- All faculty, staff, and students are required to obtain authorization to travel prior to the start of any business trip.
- You will need to determine the funding source i.e. state funds, Tower or Research Foundation, etc., that will be used to reimburse your trip. You need this information to fill out the Travel Authorization.
- Have estimates for travel expenses ready. Be as realistic about your costs as you can be, try to estimate enough to cover expenses up to your funded amount.
- After you have submitted your Travel Authorization in FTS be sure to monitor its progress. You don't want to find out too late that someone didn't follow through or that you missed an email from an approver with questions for you.
- Have ready Research and/or Tower Foundation account numbers and the amount of funding you have. Include this information in the trip details box.
- REMINDER: International travel requires at least 30 days in advance (must reach the President’s office at least 30 days in advance) but 45 is recommended for countries not deemed high hazard. 45 days is required for those countries that are considered high hazard.
- REMINDER: Travel reimbursed by funds in Research or Tower Foundation is travel “paid by non-university funds”, make sure to select this under trip type when filling out the FTS authorization.
- REMINDER: Research Foundation now requires an additional pre-approval process and memo. Send email to Erlinda when you receive final FTS approval to begin the next step.

IS THIS REALLY NECESSARY?

If that's not enough to get you going, then keep in mind, neither SJSU nor any of the auxiliaries will process a reimbursement unless an approved authorization is on file.

When student’s travel.....

SJSU students are also expected to adhere to all the same policies and guidelines that we do. It is our responsibility to ensure that they are aware of the established policies and guidelines.

Regrettably, students are more likely to have missed a step in the process or have an expense denied. The good news is that most are preventable with just a little bit of help from us.

One way to help them would be to share this document with your lab/advisees/mentees. Another would be to direct them to the Psychology department office with questions.

As soon as a student presenter has received acknowledgement that their poster or paper has been accepted have them fill out the Request for Approval of Travel or Authorization to Travel (depending on funding), unlike faculty and staff they fill out a paper version and not the online FTS version (unless they are employees).

This is very important, even if students are not receiving funding to travel, there are issues related to risk management that require this document be in place before they travel. Most students are not aware of the need to fill this out before travel and may assume that they are covered.

I DO NOT THINK THIS APPLIES TO ME!

Regardless of funding source or expectation of reimbursement, anyone who represents themselves as a student, faculty, or staff member of SJSU must fill out an authorization. This is especially important if you are traveling during the academic year.
DID YOU KNOW?

Conflict of Interest
Travel paid by third parties may now be subject to conflict of interest reporting.

Prepaid Expenses
Your travel claim needs to clearly indicate any prepaid (meaning department has paid on your behalf) travel expenses. This would include any direct billed airline, hotel, or rental car expenses.

More on 2 Step Pre-Approval Process
You will need to include a trip authorization number with your reimbursement, otherwise we cannot process the reimbursement.

30 Days
All reimbursements must be submitted within 30 days after the end of your trip.

COMPLETELY USELESS TRAVEL FACTS

33%
Of all domestic business trips in 2012 included air travel to just 11% of leisure travel.

62%
Of Americans (U.S.) have attended a meeting or convention for work in 2009.

Travel Claim

Best Practices
Regardless of your funding source you will be required to submit a travel claim if you received a travel advance, or wish to be reimbursed for expenses incurred. The sooner you begin the process the better, this allows us to work on any issues where timeliness is critical.

The travel claim process will largely depend on your funding source.

Reimbursement Process: State Funds
If your travel is going to be reimbursed from our General Fund, Miscellaneous Trust, or CERF you will be required to use the online FTS travel reimbursement process. One advantage of using this process is that it conveniently transfers the information from your authorization to the claim. Another advantage is that you will be required to scan and upload your receipts to your claim; minimizing the chance of having a receipt get lost.

Reimbursement Process: Auxiliaries:
If your travel is going to be reimbursed with funds in either Research or Tower Foundation you will be required to submit your original receipts to the Psychology Department office for processing. Here are a few best practices to follow for a smooth and expedited travel claim:

- Provide trip number or copy of your travel authorization when submitting receipts. (Research or Tower Foundation claims only.)
- Be sure to keep original receipts. In most cases copies are not acceptable.
- Include a copy of the conference program listing your presentation/poster.
- When submitting credit card receipts for meal expenditures also submit the itemized receipts as well.
- Identify funding source and funded amount. (Research or Tower Foundation claims)
- If claiming mileage include a map i.e. MapQuest, Google Map, etc., with the start and end point address to document miles traveled.
- It is not required but very helpful if you include a memo or list of expenses. (Research or Tower Foundation claims only.)
- In your memo it would also help if you indicate your use of actuals or per Diem rate.
- There is an additional memo "RF memo" faculty must also submit with the claim, make sure to fill out and include. (Research Foundation only)

This may all seem confusing and a lot to remember, but the most important aspect to keep in mind is that with good recordkeeping and your patience in tact, we can resolve most any issue.

*Source for useless facts from www.statistica.com
Traveling with family and personal time!

It is not uncommon for faculty/staff to also travel with spouses but there are a few things that you can do to make sure you do not create a headache for yourself during the travel reimbursement.

Following is a fictional but typical example of an academic couple and the details of their travel funding:

Dr. Espinosa and her spouse Dr. Jackson are both teaching at the same institution but in different departments. Both are presenting at an interdisciplinary conference in Austin, TX this year. Her presentation is on Thursday, his is on Friday: they plan to return on Monday.

Dr. Jackson’s travel is funded by a Provost Grant so his department prepaid airfare and conference registration with the GoCard. Dr. Espinosa is being funded in part by the Dean’s COSS Travel award and her annual department faculty travel award. The funds for these accounts are held in Research Foundation; Research Foundation does not have a GoCard. Therefore the department was not able to prepay any of her expenses except for registration.

While this scenario is not unusual there are a few things each faculty member should consider before they leave.

Lodging and Meals:

- If both intend to submit a reimbursement for their hotel stay each person must make sure the receipt is in their name only or list both of their names.
  - Or the ask the hotel to split the days between the two travelers on the receipt.

- The CSU has implemented a $195 per night maximum lodging rate, excluding taxes, for in-state and out-of-state travel, including Alaska, Hawaii, and US possessions. If your hotel rate is in excess of this amount it must be pre-approved by the Provost. You must provide an explanation as the reason necessary to stay at hotel in the trip details box when filling out the authorization.

- To per Diem or not. Research Foundation allows the traveler to submit actual receipts for meals and lodging or to request the per Diem.

- CSU funded travel will reimburse meals based on actual amounts up to $55.00 per day. An individual meal costing more than $25.00 has to have a detailed receipt.

- If you pay for student’s or colleagues meals please submit their names along with receipts. This will be listed as a business expense.

Car Rental and Personal Car Use

- If deciding to travel by car rather than by airplane compare the cost between the two and claim the lesser.

- If you rent a car, you can submit the rental and the gas receipts for reimbursement.
  - Rental Car collision insurance is a reimbursable expense.

- If you use a personal car only the mileage rate in effect for that year will apply for reimbursement.

Expenses Reimbursed Before Travel

- Airline tickets, conference registration, and lodging may be reimbursed before the trip if paid in advance. (Research Foundation only).

Personal Time

The conference our faculty couple is traveling to is near the university where they attended graduate school. Drs. Espinosa and Jackson are looking forward to meeting with their graduate school mentors and colleagues. They have extended their stay by one extra day after the conference is over to make their visits.

During the travel authorization process both gave a brief explanation for the extra day stay. They also made sure to give the dates of the actual “business” travel.

By providing the explanation in advance they complied with a new policy at SJSU regarding the use of personal time while traveling. In addition, it helps avoid delays caused when Accounts Payable notices the gap in days to be reimbursed and the return date of their airfare receipt and asks for clarification. If the couple had returned on Sunday they would have been reimbursed for their meals and lodging. Instead Sunday is at their expense but their transportation and meals on Monday are reimbursable.

Keep in mind that travel during official breaks i.e. spring break and travel during intersession has different rules for faculty. So please don’t hesitate to ask if you are not sure if you need to include that information or not.

POLICY: RECEIPTS

Receipt for airfare, conference registration, etc. and payment method must match (applies to credit cards mostly, but also if using PayPal account or other digital forms of payment.)

POLICY: REPORTING PERSONAL TIME

If you use personal leave while on official university travel the number of personal days must be stated and match your absence reporting for that month (these are the extra days extended/added aside from your University approved travel dates). If you have questions about vacation vs. sick time accrual, personal holiday use feel free to contact the department office for help.
Important Travel Links
To SJSU Travel, Research Foundation, and Tower Foundation

Travel Authorization: FTS
Your first step towards gaining travel authorization involves using the Financial Transaction Services (FTS) online system.

If this is your first time using FTS or you need a refresher the tutorial is a helpful guide.

Research Foundation also provides a tutorial that is specific to travelers requesting a reimbursement from funds managed by this auxiliary.

Travel Reimbursement
If your reimbursement is coming from SJSU/CSU funds this tutorial on how to use the Financial Transaction Services online process will provide the information you need.

Research Foundation has its own travel claim form for completing the reimbursement request.
Tower Foundation also has its own travel claim form to fill out if the funds are in a Tower Foundation account.

Travel Guides/Policy
If you have a question regarding an allowable expense or want to know the policy on specific aspects of travel, the following guides will help you answer your questions.

SJSU Travel Guide
Research Foundation Travel Policy
Tower Foundation Policy

Other Useful Links
Fell Travel : SJSU Reservation Online Form (official SJSU travel agency)
Use of privately owned vehicles Certification (Research Foundation)
Per Diem rate-for travel within continental U.S.
Per Diem rate- for travel outside continental U.S. i.e. Alaska, Hawaii, US Possessions and Territories
Per Diem rate-for foreign travel

Check list for 2-Step Travel Authorization Process (RF only)

✔ Use FTS to submit travel authorization.
✔ Monitor approvals.
✔ Email department administrator when you have received final approval.
✔ Email will then be sent by your department administrator to Research Foundation requesting approval.
✔ Research Foundation will send you an email with the travel authorization number and approval.
✔ Turn in receipts for processing upon return and be sure to provide travel authorization number.
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Good Luck and Safe Travels!