

Travel Policy

Scope: Applies to all individual travel expense claims processed through the Tower Foundation.

Travel Expense Claim

Travel authorization approval is required for all overnight trips. This applies to faculty or staff affiliated with SJSU or its auxiliaries. [Student Travel Informed Consent Form](#) must be submitted if the traveler is SJSU student.

International travel for faculty, staff or student requires approval from the President, Vice President/Provost, Dean and Supervisor/Department Chair, or their designees. Countries designated as “war risk” must be reviewed by the Chancellor’s Office. The travel approval should be obtained at least 30 days prior to the planned departure date. The list of high risk countries can be obtained from the CSU Risk Management’s website at http://www.calstate.edu/risk_management/rm/. Insurance is required for international travel.

Upon returning from a trip, a Travel Expense Claim Form must be completed and submitted with the original receipts within 60 days of the travel unless reasonable justification is provided for the delay in submitting the reimbursement. A Requisition Form cannot be substituted for the Travel Expense Claim Form.

If there are unused funds from a travel advance, they must be returned. Any unreturned unused funds will be considered as taxable income to the person.

Tower Foundation will reimburse a traveler for supportable business expenses. Traveler should provide the conference itinerary (if applicable) to substantiate the dates, location and business purpose of the travel. Reimbursement is made on amounts expended. Receipts are required for non-meal expenses of \$75 or more.

Receipts are required for meal expenditures of \$25 or more. We may require the receipts if the traveler routinely requests the same amount or an amount slightly less than \$25 for multiple meals. Traveler is not allowed to claim for meal reimbursements if meals are included at the conference unless reasonable justification is provided.

Premium upgrades on flights will not be reimbursed without a doctor’s note.

Reimbursement for incidentals is based on actual expenditures for overnight trips and will not exceed \$7 per day.

The maximum allowance for mileage is according to the SJSU rate for all business miles. In keeping with the IRS guidance, mileage will be reimbursed from the University to the destination unless the miles were driven on a weekend, or the mileage is shorter from the person’s home to the destination.

The travel expenses of a spouse or registered domestic partner who accompanies a university business traveler (with the exception of the President) are not reimbursable.