



**SJSU** SAN JOSÉ STATE  
UNIVERSITY

Travel Reminders  
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As a result of a systemwide risk assessment conducted by the Office of Audit and Advisory Services during the last quarter of 2013, the Board of Trustees, at its January 2014 meeting directed the Office of Audit and Advisory Services to conduct an Executive Travel Audit. San Jose State University was selected as the first campus to undergo this new audit.

The Audit was conducted from April 14 through May 16, 2014. The subsequent slides identify the areas of improvement that are needed.

The SJSU Travel Guide states that travelers must obtain documented authorization to travel prior to embarking on a trip and/or making non-cancellable travel arrangements.

The audit found that some travel had occurred prior to the authorization, some authorizations were not approved by the required party, and some authorizations were never completed.

- ❖ Travel authorizations are required to be completed, appropriately approved prior to travel, and maintained on file.

Travel paid for by third parties may be subject to conflict-of-interest reporting on the annual statement of economic interests form;

- a) It is the responsibility of each individual to make sure that their reporting is complete.
  
- b) Please visit the [Conflict-of-Interest](#) website for more information.

The SJSU Travel Guide states that the traveler is responsible for submitting travel reimbursements requests within 30 days from the return of the trip, and that the request should include any pre-paid expenses made by the University.

The audit found that some travel reimbursements did not include cost of all directly billed airline or rental car expenses as pre-paid and that some direct bill expenses did not have a corresponding travel reimbursement.

- ❖ Reimbursements should include the cost of all directly billed airline or rental car expenses as pre-paid expenses, along with itemized receipts for the expenses;
- ❖ Reimbursements should be processed for all directly billed transactions.

The audit identified the following policy requirements that were not always adhered to;

- ❖ **Itemized receipts must be submitted for any reimbursable item costing \$25.00 or more. An itemized receipt demonstrates the cost (shows what was purchased) and provides proof of payment (how it was paid).**
- ❖ All travel expense reimbursements should be submitted to Accounts Payable within 30 days after the end of a trip.
- ❖ Travel expense lodging should not exceed the in-state and out-of-state lodging rate for the campus and chancellor's office of \$175.00. Expenditures above the cap are the responsibility of the traveler unless pre-approved in advance in accordance to CSU policy. When submitting an authorization, requests for lodging greater than \$175.00 must be specifically requested and authorized with a business justification.

- ❖ When personal leave is taken while on official travel status, the number of personal days must be specified on the authorization and reimbursement and should match your absence reporting.
- ❖ Transportation expenses shall be reimbursed based on the most economical mode of transportation.
- ❖ All travel expense reimbursements should be approved by the appropriate Administrator/approving official.
- ❖ Changes or cancellations to travel arrangements must have an explanation of the business reason for the change or cancellation.

Car Allowance

Spousal Travel

Account Authorization Agreement

International Travel

Travel Card Transactions

**For help and understanding the Travel Guide or  
Travel Authorization process ,please contact  
FinanceConnect at 408-924-1558  
or visit an open lab.**