

2024 SJSU Research Foundation Travel Bulletin

Department: Finance and Accounting

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Date: 01/02/2024

This bulletin provides a summary of important travel information for individuals who travel domestically or internationally on behalf of the SJSU Research Foundation. **Please note** that travelers must obtain advanced approval for travel and travel-related expenditures **prior to** embarking on the trip and **prior to** making non-cancellable travel arrangements. Programs using U.S. Federal Government funds (including pass-through funds from non-federal entities) require travelers to use U.S. flag carriers in order to comply with the public law commonly referred to as the [Fly America Act](#).

Travel Reimbursement

The Research Foundation will reimburse travelers for allowable expenses using one of the three methods listed below. **Please note** that only one method of reimbursement may be used for the entire trip.

- **Per Diem Only** – Receipts are not required when this method is selected. Travelers will be reimbursed based on the established daily allowance for expenses. Visit the websites below for the current rates.

Type of Travel	Agency Setting Per Diem Rates
Within Continental United States Travel (CONUS)	U.S. General Services Administration
Outside the Continental United States (OCONUS) i.e., Alaska, Hawaii, US Possessions and Territories	Department of Defense
Foreign Travel	U.S. Department of State

- **Actual Lodging Expenses and Per Diem for Meals and Incidentals** – When this method is selected, travelers must submit original receipts for actual lodging expenses with the request for reimbursement.
- **Actual Expenses Only** – This method requires that travelers include original receipts for **all** expenses with their request for reimbursement.
- **Travel Expense Forms** – Please ensure that you are downloading the latest version from our intranet site. Do not type in total columns or total fields so that the form will accurately calculate the totals for your report.

Commercial Automobile Rental

Automobile rental fees will be reimbursed when an explanation substantiating the necessity of the rental for business travel is included with the travel expense claim. SJSU and Research Foundation employees receive special rates for both business and personal rentals from Enterprise Rent-A-Car. Contact the Research Foundation Risk Management Department for additional rental information.

The Research Foundation provides insurance coverage for a period of no more than (30) consecutive days on vehicles that are hired, rented, leased, or borrowed when used for official business purposes. **Please note** that this insurance policy **only** covers Research Foundation and SJSU employees. A \$1,000 deductible will apply when a physical damage claim is filed using the Research Foundation insurance policy. It is therefore recommended that the insurance coverage offered by the automobile rental company be taken as the deductible may be significantly lower. Rental car collision insurance is a reimbursable expense.

Private Automobiles

All individuals who drive their own vehicles when traveling on Research Foundation business must complete a *Foundation Certification for use of Private Auto* form each calendar year and submit it to the Research Foundation Accounts Payable office **before** travel commences. This form can be found in the “Forms” section of the **Research Foundation website**. Effective January 1, 2024, the rate for business travel is 67¢ per mile, increased from 65.5¢ per mile in 2023. **Please note** that mileage from the traveler’s home to their office or official work site is **not** reimbursable. Mileage is calculated from the traveler’s office or official work site to the traveler’s destination.

Student Travel

Please note that student travel is considered a reportable payment by the IRS. This type of payment is treated as a stipend by the IRS and will be reported on a 1099. Prior to reimbursing any travel-related expenses, conferences, etc., the AP department will request that a W9 form be completed.