



The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

Procedure Number: AC013a

Revised: June 18, 2012

Date: April 19, 2011

To: Faculty and Staff

From: John Griffin
Chief Financial Officer

Re: Travel Guidelines

The mileage reimbursement rate will maintain the 2010 rate of 50.0 cents per mile effective for all travel after February 25, 2011.

There are changes to the maximum meal reimbursement amount and the incidental allowance effective April 1, 2011. If you have any questions please contact Stacey Lord at ext. 7289 or Teresa Loren at ext. 2981. Thank you.

**The University Corporation
Travel Guidelines**

April 19, 2011

Meal & Lodging Expenses

1. The following are the meal allowance rates furnished by the Chancellor's Office as of April 1, 2011:

	<u>Statewide</u>
Breakfast	\$10.00
Lunch	20.00
Dinner	<u>25.00</u>
Total	\$ 55.00

Employees will be reimbursed for actual expenses incurred up to the stated limits without documentation.

2. Requests for employee travel must be preapproved prior to any travel taking place. All employees (*Sponsored Programs employees are exempt*) will complete the attached travel preapproval form and forward to their respective supervisor for approval. Employees will include the preapproval form (See attached) with their travel reimbursement information.
3. All expense items incurred while traveling on company business must be substantiated by attaching an itemized receipt. This includes fees for parking, taxicabs, and trains. Lodging expenses cannot be excessive or unreasonable and must be substantiated by an itemized receipt. Movies are NOT reimbursable.
4. *An additional \$7.00 incidental allowance may be claimed for each 24-hour period effective April 1, 2011.* Incidental allowance includes expenses such as laundry, pressing, dry cleaning, and tips for services such as waiters and baggage handlers. It does NOT include cab fares, telegrams, telephone calls, and other business expenses.
5. Reimbursements if *traveling LESS THAN 24 hours*:
Breakfast may be claimed if travel begins before 6:00 am. Lunch may NOT be claimed. Dinner may be claimed if travel extends past 7:00 pm. Lodging may be claimed if travel extends overnight.
6. If you are traveling for *MORE THAN 24 hours*, the following meals can be claimed during the last day of travel:
Breakfast may be claimed if travel extends past 9:00 am. Lunch may be claimed if travel extends past 2:00 pm. Dinner may be claimed if travel extends past 7:00 pm.

The standard maximum mileage reimbursement rate has been changed to 50.0 cents per mile until further notice. This change is effective February 25, 2011.

