


Procedure Number: AC042

Updated: January 29, 2024



Rick Evans, Executive Director

Title: TUC Travel Policy and Procedures – Effective 01/01/2024

Statement

This document provides travel reimbursement guidelines and procedures on any of The University Corporation (TUC) funds.

Traveler Responsibilities

Individuals traveling on official University business must familiarize themselves with and adhere to the CSU Travel Policy and procedures, ICSUAM 03601.01, as well as TUC Travel Policy and Procedures. Foreign travel has additional requirements in Travel Related Insurance and International Travel sections of the CSU Travel Policy and procedures. To expedite your claim, ensure all appropriate documentation and information is provided within appropriate time frames.

General Information and Scope

A Travel Expense Claim shall be used to account for all travel advances and expenses incurred in connection with official University travel. The Claim can be electronic through eTravel or exceptions through the Travel Expense Claim Form. The procedure applies to all transactions in any TUC funds or projects of faculty, staff, and collaborators who are not employed by CSUN. Travelers should submit their forms directly, except for Independent Contractors who will submit their form through the Principal Investigator (PI). See *Procedures*.

Procedures were developed to be consistent with CSU and CSUN travel guidelines. Unless specified in this policy, CSU and CSUN travel restrictions apply to any TUC fund. For sponsored projects, specific award guidelines and restrictions regarding travel will apply to expenditures charged to the grant. It is the responsibility of the traveler and Principal Investigator to check their award documents to see if there are any award specific travel guidelines or restrictions that apply to their travel.

Expenses incurred while traveling on a sponsored project are reimbursed based on their relevance to the project, reasonableness, allowability, and available budget. Movies, entertainment costs, alcoholic beverages, traffic fines, and any personal expenses that do not serve the purpose of grant travel are NOT reimbursable.

Proper supporting documentation is required, and TUC may deny a request if the traveler is unable to provide proper documentation. Reimbursement can only be processed to the expenses paid by the traveler. Other than per diem meals & incidentals, reimbursable items of \$75 or more incurred while traveling on company business must be substantiated by attaching an itemized receipt. Receipts for reimbursable items of less than \$75 are not required. **This policy does not apply to**

expenses paid via TUC purchasing card (P-Card), which always requires itemized receipts regardless of the purchase price.

CSU Payment Standards – Taxable Income

These guidelines are intended to conform to the accountable plan rules as defined by the Internal Revenue Service (IRS). Payments for travel expenses according to the accountable plan are not considered taxable income.

Travel expenses are considered by the IRS to be taxable income to the traveler under the following conditions:

- Travel Expense Claims that are not properly substantiated;
- Meals & incidental expenses (M&IE) reimbursed on single day travel with no overnight stay;
- M&IE reimbursed in excess of published federal rates without appropriate documentation;
- Travel Expense Claims submitted 60 days after the expenses were paid or incurred;
- Excess amounts not returned to TUC within 120 days after the expense were paid or incurred;
- Expenses for travel in excess of one year;
- Reimbursement of an employee's spouse or registered domestic partner's travel expenses that do not serve a bona fide University business purpose;
- Travel expenses reimbursed during a period that lasts more than one year in a single work location;
- Certain international travel expenses combined with personal travel; or
- Certain travel expenses related to moving a new appointee or a current employee. See CSU Internal Procedures Governing Payment or Reimbursement for Moving and Relocation Expenses.

When a University employee travels under the sponsorship of a non-University entity, travel expenses, including advances, prepayments, or billings, shall not be charged to a University account or billed to TUC. Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by, TUC, unless otherwise noted in these procedures.

Travel Authorization

To ensure that a trip will be approved, employees will submit Travel Authorization (TA) approved by respective approvers prior to travel taking place. *See below for details on when a TA is required.* Employees will include the approved Travel Authorization as back-up information with their travel reimbursement, either through eTravel or with Travel Expense Claim. If the Travel Authorization is not approved prior to the trip, an approved after-the-fact form must be completed and attached.

A Travel Authorization is required for:

- International travel
- Domestic/local travel if:
 - Traveler is CSUN employee and it is a requirement of the employee's department or college, or it is required by campus administration.

- Grant requires pre-approval of travel, or travel is not budgeted in the project.

Note: Effective September 14, 2023 special authorization is no longer required for states on the AB1887 list.

Advances *See AC013 Advance Request Procedure*

Employees may request an advance by completing a Check Request. The Check Request must be submitted to TUC at least 15 business days before the advance is needed. The amount of the requested advance cannot exceed 75% of the expected total expenditure for employees and Principal Investigators. Students are eligible for advances up to 100% of the expected expenditure amount.

Meetings/Conferences

If employees are traveling to attend a meeting/conference, a copy of the meeting/conference agenda or program must be attached with their Travel Reimbursement. If meals are provided, meal reimbursements will need to be adjusted. *See Adjustment of Per Diem Rates.*

Allowability by Travel Duration

Traveling less than 24 hours

When the entire length of a trip is less than 24 hours, meals and incidental expenses will not be reimbursed unless the travel includes an “overnight stay” as supported by a lodging receipt (less than \$275 not including taxes and other charges). Reimbursement of meals and incidentals for travel less than 24 hours with overnight stay will be 75% of the total per diem rate for Meals & Incidental Expenses. This does not apply to meal reimbursements authorized under the [TUC Hospitality Policy](#).

Traveling more than 24 hours

Reimbursement of daily meals and incidental expenses for travel is a per diem allowance which covers the cost of lodging, meals, and certain incidental expenses authorized under GSA and Federal or employer set per diem rates. Under no circumstances can alcohol be reimbursed as part of a government funded sponsored program. Travelers are eligible for 75 percent (75%) of the total per diem rate on the first and last day of travel.

Expenditures above the per diem will not be paid or reimbursed and are the responsibility of the traveler.

M&IE per diem rates

Traveling To	Link
Continental U.S.	Federal per Diem
Alaska, Hawaii, US Possessions	non-foreign CONUS Per Diem
International	Foreign per Diem

Meals & Incidental Expenses (M&IE) Reimbursement Limits

	48 contiguous United States	Alaska, Hawaii, Puerto Rico, Northern Mariana Islands, & U.S. possessions	International
Less than 24 Hours	No reimbursement	No reimbursement	No reimbursement
Less than 24 Hours with overnight stay	75% of location-based federal per diem rate	75% of location-based federal per diem rate	75% of location-based federal per diem rate
Less than 30 Days	75% of location-based federal per diem rate on first & last day of travel. 100% of location-based federal per diem rate on full days of travel.	75% of location-based federal per diem rate on first & last day of travel. 100% of location-based federal per diem rate on full days of travel.	75% of location-based federal per diem rate on first & last day of travel. 100% of location-based federal per diem rate on full days of travel.
30 Days or More	Authorized per diem allowance based on estimate of actual daily expenses. Not to exceed applicable location-based federal per diem rate.	Authorized per diem allowance based on estimate of actual daily expenses. Not to exceed applicable location-based federal per diem rate.	Authorized per diem allowance based on estimate of actual daily expenses. Not to exceed applicable location-based federal per diem rate.
Greater than 1 Year	Authorized per diem allowance up to 150% of applicable 30 days or more per diem rate.	Authorized per diem allowance up to 150% of applicable 30 days or more per diem rate.	Authorized per diem allowance up to 150% of applicable 30 days or more per diem rate.

**For trips less than 24 hours within contiguous U.S. with overnight stay, maximum amount for a single day shall be authorized for entire trip, even if the trip takes place over two days.*

Adjustment of Per Diem Rates

When lodging or meals incurred for travel are paid directly by TUC, are reimbursed as entertainment expenses, or are otherwise furnished to the traveler without charge, the maximum per diem rate authorized for travel must be adjusted. When lodging is provided without charge, only the Meal and Incidental Expenses (M&IE) portion of the maximum per diem will be reimbursed. If a meal is provided, the M&IE rate must be reduced by the applicable meal amounts for the meal provided. If the traveler must forego the provided meal for health or business reasons, an explanation for the purchase of the meal replacement must accompany the claim. Supporting documentation may be required and reimbursement will be at the applicable per diem amount.

M & IE Calculation Example:

M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	<i>First & Last Day of Travel</i>
\$59	\$13	\$15	\$26	\$5	\$44.25

If lunch is provided as part of the event, deduct \$15 from total meal expenses (\$59-\$15=\$44) or (\$44.25-\$15=\$29.25) [Code of Federal Regulations](#)

Lodging Limits

	48 contiguous United States	Alaska, Hawaii, Puerto Rico, Northern Mariana Islands, & U.S. possessions	International (Foreign Per Diem)
Less than 24 Hours	Actual Lodging not to exceed \$275/night	Actual Lodging not to exceed \$275/night	Location-based federal per diem rate
Less than 30 Days	Actual Lodging not to exceed \$275/night	Actual Lodging not to exceed \$275/night	Location-based federal per diem rate
30 Days or More	Authorized per diem allowance based on estimate of actual daily expenses. Not to exceed applicable location-based federal per diem rate.	Authorized per diem allowance based on estimate of actual daily expenses. Not to exceed applicable location-based federal per diem rate.	Authorized per diem allowance based on estimate of actual daily expenses. Not to exceed applicable location-based federal per diem rate.
Greater than 1 Year	Authorized per diem allowance up to 150% of the applicable 30 Days or More per diem rate	Authorized per diem allowance up to 150% of the applicable 30 Days or More per diem rate	Authorized per diem allowance up to 150% of the applicable 30 Days or More per diem rate

For 30 days or more within the U.S.: Refer to [GSA Federal per diem](#)

Employees/Travelers are expected to seek the best value whenever they obtain lodging. Lodging shall be reimbursed based on actual costs incurred as supported by an original itemized receipt up to the maximum daily lodging rate set forth in the Lodging table. (\$275 or Published Federal Government per Diem for specific location). When the lodging rate exceeds the maximum, a justification for the higher rate must be included in the Travel Reimbursement Claim. If justifications for a higher rate are geographic region, season of travel, or the necessity to stay within certain facilities, no preapproval is required. If the traveler is unable to provide a lodging receipt, a statement must be included with the Travel Reimbursement Claim explaining why a receipt is not available (e.g., the traveler lodged with a friend or relative, stayed overnight at the airport, or took alternative transportation that required the traveler to be away overnight).

Receipts

Other than per diem Meals and Incidental Expenses, receipts are required for all expense line items of \$75 or more and for any expenses that require substantiation regardless of dollar amount on purchases made using a payment method other than a P-Card. ***All receipts are required for all P-Card purchases.*** Any required receipts should be submitted for travel expenses even if not claiming or previously reimbursed. TUC may ask for additional supporting documentation from the traveler for per diem claims prior to reimbursement (ex. meeting agenda or program, or confirmation of address of lodging).

Travel involving Multiple Locations (from Appendix H of ICSUAM 3601.01)

The following guideline is used to determine M&IE per diem rate when a trip involves multiple locations:

- The traveler's per diem is based on the temporary assignment location.
- The traveler is only eligible for 75% of per diem rate on their first and last day of travel.
- The per diem rate should be reduced when meals are provided as part of the event.

Example: A traveler will be attending a conference in New York City, New York for 3 days and afterwards to Las Vegas, Nevada for another 2-day conference. Dinner is provided on the arrival night to the New York conference. Calculation of the traveler's per diem rate is as follows:

- Locate the per diem rate for New York City, New York on the GSA website. The traveler will claim 75% of the per diem rate on the first day of travel.
- Locate the amount associated with the provided meal by using the M&IE allocation on the GSA website.
- Locate the per diem rate for Las Vegas, Nevada on the GSA website. The traveler will claim 75% of the per diem rate on the last day of travel.

	Per Diem Location	Per Diem Amount	
1st Day	New York	\$23.25	$\$79.00 \times 75\% = \$59.25 - \$36.00$ (M&IE- Dinner provided)
2nd Day	New York	\$79.00	M&IE for the day
3rd Day	New York	\$79.00	M&IE for the day
4th Day	Las Vegas	\$69.00	M&IE for the day
5th Day	Las Vegas	\$51.75	$\$69.00 \times 75\% = \51.75
		\$302.00	Total Meals & Incidental Expenses (M&IE)

See CSU Travel and Business Expense payment ICSUAM 03601.01 for additional information including additional examples, taxable events, extended travel.

Tips and Gratuities

Description – Tips to/for	Expense Type	Report on Travel Claim
Hotel staff (such as bellhops, valets, baggage carriers, porters, hotel housekeepers), stewards, and hotel servants in foreign countries	Incidental	Included as part of the location-based federal per diem rate for meals & incidentals
Meals	Incidental	Included as part of the location-based federal per diem rate for meals & incidentals
Taxi, shuttle service, courtesy transportation driver	Transportation	Actual reasonable cost incurred; included as part of transportation expense
Valet parking attendant	Parking	Actual reasonable cost incurred; included as part of parking fee

The incidental expenses portion of the federal per diem rate includes fees and tips given to porters, baggage carriers, hotel staff, and staff on ships and *can only be claimed when travel includes an overnight stay*. It does NOT include cab fares, telephone calls, and other business expenses.

Miscellaneous & Business-Related Travel Expenses

Miscellaneous expenses are not part of a per diem reimbursement and require substantiation with receipts. Such expenses include room taxes, energy surcharges, and other business-related expenses.

Business related expenses include internet and travel booking fees, word processing services, equipment rentals, fax and computer expenses, copy services, overnight delivery/postage, local and long-distance phone calls, laundering/cleaning/pressing of clothing if a trip exceeds 6 days.

Registration/event fees include fees for attendance at conferences, conventions, or meetings of professional or learned societies.

Non-Reimbursable Expenses

Personal expenses are not reimbursable. The following non-reimbursable expenditures are only meant to provide examples of expenses that will not be reimbursed by TUC. Non-reimbursable expenses include items such as: personal domestic ATM/credit card fees, fines/citations, clothing and accessories, frequent traveler program participation and points, preferred seating/upgrades, account fees or deposits for Fast Track (or equivalent) that are not related to individual toll charges, club membership fees, luggage (lost luggage may be covered – see Personal Property or Baggage Loss), personal entertainment, personal care, and dependent/pet care.

Rental Cars

When renting a vehicle, travelers are expected to utilize rental agencies with which the State of California, TUC, or the University have negotiated contracts that include insurance coverage.

Renting vehicles from a non-contracted vendor is prohibited unless vehicles are unavailable from a contracted vendor.

- A vehicle may be rented when renting would be more advantageous to TUC than other means of commercial transportation, such as using a taxi. Advance reservations should be made whenever possible and a compact, economy, or intermediate class vehicle requested. These classes should be used unless a no-cost upgrade is provided or if the recommended sizes are not adequate to meet the business purposes of the trip.
- TUC's discount code should be given to the rental car agency at the time of rental to secure the contract rate and ensure that the vehicle is covered by physical damage insurance.
- As a member of the CSU Auxiliary Organizations Risk Management Alliance, TUC participates in a preferred customer program with Enterprise-Rent-A-Car and National. When reserving or booking a vehicle, please specify our corporate account number which can be provided by TUC and the company name is CSU. The negotiated rates are available nationwide at any Enterprise location, except for New York. A valid credit card and driver's license must be presented at the time of rental. For insurance reasons, this program can only be used while conducting official business of TUC, including in the conduct of work related to a sponsored project. Private use of this program is not permitted.

Mileage

- The standard maximum mileage reimbursement rate will be reimbursed with the current mileage rate set by the U.S. Internal Revenue Service (IRS). The standard mileage rate can be found here: [Current IRS Standard Rate Per Mile](#).
- Mileage shall ordinarily be computed between the traveler's normal work location and the common carrier or destination. Mileage expenses may be allowed between the traveler's residence and the common carrier or destination if University business travel occurs during the traveler's non-working hours, or during a regularly scheduled day off.
- Expenses for travel between the traveler's residence and normal work location (commuting expense) shall not be allowed.
- When using a private vehicle, qualified drivers are responsible for carrying and maintaining liability insurance. The minimum prescribed liability insurance coverage is as follows:
 - \$15,000 for personal injury to, or death of, one person
 - \$30,000 for injury to, or death of, two or more persons in one accident
 - \$5,000 for property damage
- When a traveler is authorized to drive a private vehicle to or from a common carrier terminal, mileage may be reimbursed as follows:
 - One round trip, including parking for the duration of the trip; or

- Two round trips, including short-term parking expenses, when an employee is driven to a common carrier.
- If an employee has a temporary assignment away from campus, (e.g., single day workshop, local conference, training, etc.) which does not require an overnight stay, reimbursement shall be made for mileage expenses incurred between the campus and the assignment location, or home and the assignment location, whichever is less.

Air Travel

Coach or any other discounted economy-class fare shall be used whenever ticketing restrictions are reasonable. Reasonable and necessary baggage fees should be included with airfare charges. No extra fees or upgrades. Since sponsored projects may have air travel restrictions on the award, it is the responsibility of the PI and traveler to check award guidelines and restrictions with TUC Research & Sponsored Programs Post-Award office prior to purchase of airfare. TUC may deny reimbursement or expense if it is deemed unallowable. PI will be responsible for providing funds to reimburse unallowable expenses. The use of frequent flyer benefits to acquire an airline ticket for business use cannot be reimbursed with the cost of a comparable ticket.

E-mailed or faxed documentation provided by an airline or travel agency for electronic ticketing expenses for airfare is acceptable for substantiating such expenses. A copy of the faxed itinerary and receipt or a copy of the e-mail itinerary and receipt printed locally should be attached to the Travel Expense Claim.

International and High-Risk Travel

- TUC follows the CSUN policy regarding international and high-risk travel. See [International & High Risk Travel Guide](#). All forms and procedures noted in this link apply to international and/or high-risk travel being reimbursed through funds held at TUC whether related to a grant or contract or TUC company business.
- TUC will not reimburse international travel costs above the Federal Maximum Travel Per Diem Allowances for Foreign Areas, published monthly by the U.S. Department of State Office of Allowances, without prior written approval by the Chancellor's Office. Rates may be found by selecting the destination country at [Foreign Per Diem Rates by Location](#)
- All CSU employees traveling internationally on university business are required to obtain foreign travel insurance through CSU's recognized carrier. Prior to submitting a travel authorization for international travel, the traveler should complete an application through [myCSUNglobe](#). Travel insurance will be charged to the same fund that the trip will be expensed to. Insurance information can be found here: [Insurance | CSU](#)

- TUC does not provide any additional coverage of health care costs during travel. Before going on an international trip, the traveler must check with their health care provider if the traveler will be covered in the country or countries of destination.

Taxability of International Travel with Personal Use

The IRS allows a deduction of all travel expenses to get to and from the assignment location when the international travel is considered entirely for business. *When an employee spends a portion of time on personal travel, any employer reimbursement applicable to the personal portion of the trip is taxable unless an exception applies.*

The traveler's international flight cost is considered entirely for business and is nontaxable, if the traveler meets at least one of the following four exceptions:	
1.	<p><i>No substantial control.</i></p> <p>The trip is considered entirely for business if the traveler didn't have substantial control over arranging the trip. Control over the timing of the trip doesn't by itself mean that there is substantial control over arranging the trip. The traveler doesn't have substantial control over the trip if the traveler is:</p> <ul style="list-style-type: none"> a. An employee who was reimbursed or paid a travel expense allowance; and b. Not related to the employer; or c. Not a managing executive. A managing executive is an employee who has the authority and responsibility, without being subject to the veto of another, to decide on the need for business travel.
2.	<p><i>Outside the US no more than a week.</i></p> <p>The trip is considered entirely for business if the traveler is outside the US for a week or less, combining business and nonbusiness activities. One week means 7 consecutive days. In counting the days, don't count the day the traveler leaves the US, but count the day when the traveler returns to the US.</p>
3.	<p><i>Less than 25% of time is spent on personal activities.</i></p> <p>The trip is considered entirely for business if the traveler:</p> <ul style="list-style-type: none"> a. Is outside of the US for more than a week; and b. Spent less than 25% of the total time outside of the US on nonbusiness activities.
4.	<p><i>Vacation is not a major consideration.</i></p> <p>The trip is considered entirely for business if the traveler can establish that personal vacation wasn't a major consideration, even if there is a substantial control over arranging the trip.</p>
If none of the four exceptions listed above applies, then an employee's international travel is primarily not for business. <i>Only the business portion of the cost of getting to and from the destination is nontaxable.</i>	

To determine the taxable portion of the round trip-flight, apply the following ratio to the total cost of the flight:

Taxable Portion of the Roundtrip Flight Cost is equal to:

$$\frac{\text{\# of Non-Business Days during Travel outside the US}}{\text{Total \# of Days outside the US}} \times \text{Roundtrip flight cost}$$

When a travel day consists of both business and personal time, the day will be classified as a business day in order to determine the percentage of personal time associated with the trip.

The rules set forth in this section are limited to the cost of the transportation to and from an international destination. To determine the taxability of other travel expenses reimbursed by the employer, besides transportation, refer to the relevant part of this policy and procedures.

See [Appendix J: Taxability of International Travel with Personal Use](#) for examples.

See [IRS Revenue Code, Title 26, §1.274-4 Disallowance of Certain Foreign Travel Expenses](#) and [IRS Publication 463: Travel, Gift, and Car Expenses](#).

Special Fees for International Travel

Travelers may be reimbursed for unique costs associated with international travel, such as: the actual cost of obtaining or renewing a passport, visa, tourist card, and necessary photographs; cost for certificates of birth, health, identity, and related affidavits; charges for required inoculations and medical evacuation insurance; currency conversion, ATM and check cashing fees outside the U.S.; the cost of traveler's checks; costs related to hiring guides, translators, and local labor; and the cost of full collision insurance on automobiles rented in foreign countries.

Student Travel

PI's are expected to follow campus policy and CSU Student Travel Policy/Executive Order 1041 when inviting students for travel including the following: All students participating in CSU-affiliated programs which require travel are required to acknowledge that they have been informed of the risks of travel required by such programs and to sign a statement, in keeping with California State University Use of Approved Release of Liability Policy certifying that they have been informed of and undertake such travel voluntarily with full knowledge of such risks, and release and hold harmless the state of California, the California University, the campus affiliated with the program requiring travel, and each and every officer, agent, and employee of each of them, from any of the above institutions or persons, by reason of any accident, illness, or injuries, death, or other consequences resulting directly or indirectly from or in any manner arising out of or in connection with, the student being a passenger on a flight or public livery conveyance.

If a student is not a TUC or CSUN employee, they will need to complete the release of liability waiver form and complete the volunteer ID form: [Volunteer ID form](#)

PROCEDURES

Travel authorizations and expense reports are submitted through [eTravel](#). Cash advance requests need to be submitted through TUC Check Request. For certain exceptions, the Travel Expense Claim Form is used.

The Travel Expense Claim Form can be used for the following exceptions:

- Multiple travelers
- Multiple cost allocations
- To be allocated to participant support travel account
- Exceeding 50 lines
- Reimbursement for parking and mileage
- No access to eTravel
- International Travel with personal use which includes taxable reimbursements

The total amount of all expenses and advances pertaining to a particular trip must be accounted for when submitting through eTravel or a Travel Expense Claim Form. Previously reimbursed amounts related to the trip should be detailed in the claim. If the amount of an advance exceeds reimbursable expenses, amount due back to TUC shall be indicated with the Travel Expense Claim and the funds need to be returned to TUC.

eTravel

Responsible	Action
Traveler	Submit Travel Authorization in eTravel *
Principal Investigator	Approve Travel Authorization
TUC-Research & Sponsored Programs/Accounting	Review and approve Travel Authorization
CSUN Provost/Additional Approvers	<i>Approve Authorization for International travel**</i>
TUC	Approve and encumber the funds
Traveler	Submit Travel Expense Report in eTravel include link to Travel Authorization
Principal Investigator	Approve Travel Expense Report
TUC	Approve & process reimbursement

Travel Expense Claim Form

Responsible	Action
Traveler	Complete <u>Approval of Travel Request Form</u> prior to Travel. *
Approvers	Approve the Approval of Travel Request Form
Traveler	Fill out the Travel Expense Claim Form Attach all itemized receipts
Traveler	Fill out TUC Check Request online. Attach Travel Expense packet
Principal Investigator	Approve the Travel Expense Claim form/packet
TUC	Approve & process reimbursement to traveler

*If Authorization required. If Authorization is not approved prior to the trip, complete and attach an approved after-the-fact form. If not required, start with the Travel Expense Report.

Note: Travel effective September 14, 2023, or later is no longer subject to AB1887 restrictions. To access TUC Check Request - Log in to CSUN Portal, then go to HR, Forms & Policies, Employee Forms. Select TUC Check Request Form.

Independent Contractors

Independent Contractors (IC) will submit their Travel Expense claims through the Principal Investigator (PI) to The University Corporation (TUC):

Independent contractor	Provides PI a detailed list of travel expenses with receipts attached
Principal Investigator	Fills out Travel Expense Claim form and gives to IC for signature
Independent contractor	Signs completed form
Principal Investigator	Submits to TUC an online Check Request with signed Travel Expense Claim and detailed itemized receipts

The Travel Expense claim must indicate or include:

- Name and address of the traveler
- Origin and destination and the route taken
- Purpose of the trip or nature of the business benefit from the travel
- Amount of each expenditure listed by date and location
- Date and time of the travel
- Costs relating to the travel
- If needed for calculating meal/incidental reimbursements, the claim package must contain documentation to discern the date of departure and return
- Deduct any advances received for the trip and specify on the claim any prepaid amount or expenses paid by another funding source(s) by either including in the notes section of the expense report or in the “Purpose of the trip” box of the expense claim form.
- The claimant must sign the form if the claimant is not the check request submitter.
- If any personal leave is taken while on official travel status, the dates must be specified within the claim package.

The person requesting reimbursement for travel costs incurred is responsible for:

- Submitting travel claims **less than 60 days** after the expenses were paid or incurred.
- Providing business purpose and inclusive dates of each trip
- Certifying:
 - Authorized to travel
 - Expenses in compliance with travel policy
 - Has not/will not seek reimbursement for a duplicate claim or from other sources*
 - Verified amount due is accurate
 - Traveled on official business

*If any duplicate reimbursement occurs, the amount must be returned no later than 120 days after the expense was paid or incurred.

Additional Procedure Information:

Student Travelers

PI's are responsible for ensuring all students follow CSU Student Travel Policy/Executive Order 1041 requirements. See [Travel Approval Procedure](#).

Approval

The approving authority is the CSU employee who has been delegated authority to approve the use of funds and should be the supervisor (or higher level) of the traveler. The approving signature provides additional substantiation to ensure expenses are appropriate and in compliance with policy. Approvers may request receipts or additional documentation or deny expenses not related to official University business.

Daily Expenses

The [Travel Expense Itemization Worksheet](#) can be used to keep track of daily expenses.

Faster Reimbursement - Sign up for ACH

For faster reimbursement of your travel expenses, sign up online using the ACH Authorization Form from the [Forms & Guides](#) page.

Documentation Requirements - Receipts

An itemized receipt:

Demonstrates the cost (Shows what was purchased)

Provides Proof of Payment (how it was paid)

Itemized receipts for all expenses more than \$75 must be submitted with the Travel Expense Claim (except per diem expenses).

*PCard purchases require **receipts** on all purchases regardless of amount or per diem.*

Lost Receipts

When receipts are required and all measures to obtain a duplicate receipt have been exhausted, a statement should be provided explaining why receipts are not being submitted with the Travel Expense Claim. Statement should include certification that the amount shown is the amount actually paid and the traveler has not and will not seek reimbursement from any other source. If there is a redacted bank or credit card statement to support your claim, please provide that along with the Lost/Itemized Receipt Form. In the absence of a satisfactory explanation or administrator approval, the amount involved will not be reimbursed.

See [Lost/Itemized Receipt Form](#) from the [Forms & Guides](#) page

eTravel changes related to the new Per Diem policy effective January 1, 2024

- ***Per Diem Expense Types***

Two new expense types were added to the eTravel Module:

- Per Diem First/Last Day Travel: First and last day of the trip.
- Per Diem M&IE Total: Days between the first and last day of the trip.

These new expense types replace Meals (Breakfast, Lunch, and Dinner) and Incidentals

*NOTE: **Do not use** expense types with a description that includes “Deduction.”

- ***Per Diem Rates***

The [U.S. General Services Administration \(GSA\)](#) rates default into the Per Diem expense types based on the default location.

- ***Expense Report – Provided Meals***

The Per Diem policy requires a deduction to the rate if meal(s) were paid by an establishment or an individual other than yourself (e.g., provided by the conference/event). The expense report will automatically deduct provided meals from the per diem rate once they have been selected from the Per Diem Deductions link for each Per Diem expense line. Meal deductions are listed by meal (per diem rate/ first and last day per diem rate).