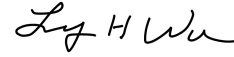


Procedure Number: AC042

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Lih Wu, Chief Financial Officer

**Title:** TUC Travel Policy

**Statement:**

This document provides the guidelines on travel reimbursements on any of The University Corporation (TUC) funds.

**I. General information and scope -**

- The procedure applies to all transactions in any TUC funds or projects of faculty, staff, and collaborators who are not employed by CSUN. This procedure does not apply to independent contractors. Independent contractors must provide a detailed list of travel expenses with individual receipts attached and forwarded them to the Principal Investigator (PI). The PI then submits a check request and original receipts with the information provided by the independent contractor to The University Corporation (TUC).
- Procedure was developed to be consistent with CSU and CSUN travel guidelines. Unless specify 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.
- Employees will submit Travel Authorization (TA) approved by respective approvers prior to travel taking place. A Travel Authorization is required for any international travel, and anyone who is a TUC administrative employee. TA is required for domestic/local travel:
  - If the traveler is a CSUN employee and it is a requirement of the employee's department or college, or if it is required by campus administration.
  - If the grant requires pre-approval of travel, or travel is not budgeted in the project.
  - If the destination is one of the restricted states in AB1887.
- Employees will include the approved Travel Authorization as back-up information with their travel reimbursement, either in a paper form or thru eTravel. If the Travel

Authorization is not approved prior to the trip, an approved after-the-fact form must be completed and attached with the Travel Reimbursement.

- Employees may request an advance by completing an Advance Request Form with the proper authorization. The Advance Request Form must be submitted to TUC at least 5 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.
- 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.
- 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 for submission. **This policy does not apply to expenses paid via TUC purchasing card (p-card), which always requires itemized receipts regardless of the purchase price.**
- 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 travels are NOT reimbursable.
- Proper supporting documentation is required, and TUC may deny a request if the traveler is unable to provide proper documentation.

## II. Allowability by Travel Duration

### a) 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.
- No incidental allowance is allowed.

### b) Traveling more than 24 hours –

- When traveling for MORE THAN 24 hours, the eligibility for meal reimbursement on the last day of travel will be as follows:
  - a. Breakfast if travel extends past 9:00 am.
  - b. Lunch if travel extends past 2:00 pm.
  - c. Dinner if travel extends past 7:00 pm
- If the traveler is unable to provide a lodging receipt, he or she must include a statement 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).

## **II. Allowable Travel Expenses -**

### **a) Meal & Lodging Reimbursement as per CSU travel guidelines -**

- Meal reimbursement is no longer separated into amounts for breakfast, lunch, and dinner. Effective May 1, 2014, the reimbursement of daily meal expenses will be based on actual amounts incurred subject to a \$55 per day maximum meal reimbursement cap. Receipts are required for expenses of \$75 or more. Please note that under no circumstances can alcohol be reimbursed as part of a government funded sponsored program.
- Employees/Travelers are expected to seek the best value whenever they obtain lodging. The maximum limit for lodging is \$275 per night, excluding taxes. When the lodging rate exceeds the \$275 maximum, a justification for the higher rate must be included on 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 at this time.
- A \$7.00 incidental allowance may be claimed for each 24-hour period and only when travel includes an overnight stay. Incidental allowance includes expenses such as laundry services, dry cleaning, and tips for services such as waiters and baggage handlers. It does NOT include cab fares, telephone calls, and other business expenses.
- TUC will reimburse reasonable and customary gratuities generally up to 20% of the total expense.
- Note for international travel: 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. These rates may be found at [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) by selecting the destination country. Receipts are required for all expense line items of \$75 or more. TUC may ask additional supporting documentation from the traveler for per diem claims prior to reimbursement (ex. meeting agenda or program, or confirmation of address of lodging)

### **b) Rental Cars -**

- 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.

- The rental car agency's TUC identification number should be given to the agency at the time of rental in order to secure the contract rate and ensure that the vehicle is covered by physical damage insurance.
- As member of the CSU Auxiliary Organizations Risk Management Alliance, The University Corporation participates in a preferred customer program with Enterprise-Rent-A-Car. 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, with the exception of 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.

**c) 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 in <https://www.irs.gov/tax-professionals/standard-mileage-rates>.
- 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; and
  - \$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.

**d) Air Travel -**

- Coach or any other discounted economy-class fare shall be used whenever ticketing restrictions are reasonable. 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.

**III. International and High Risk Travel –**

- TUC follows the CSUN policy regarding international and high risk travel. The policy can be found at <http://www.csun.edu/travel/risktravel>. 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.
- Per Chancellor's office memo (RM 2011-03) dated 3/7/11 requires all CSU employees traveling internationally on university business 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 (<https://mycsunglobe.csun.edu/>). Travel insurance will be charged to fund that the trip will be expensed to.
- TUC does not provide for 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(ies) of destination.