

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

FISCAL POLICY

SUBJECT: Travel Policy

REFERENCE: USU Corporate Credit Card Policy
AB1887, Gov. Code section 11139.8.

DEFINITIONS:

1. Business-related expenses consist of charges for seminar and conference fees, business internet access, business phone calls, equipment or purchase of supplies, and all charges necessary for the completion of an authorized business trip.
2. Concur is a software used to process travel pre-approvals, travel expense reports for out of pocket expenses, and monthly credit card expense reports.
3. Incidental expenses include, but are not limited to, fees and tips for servers and baggage handlers. It does not include, expenses for laundry, cleaning and pressing of clothes, personal cab fares, personal telephone calls, or movie rentals.
4. Out of pocket travel-related expenses are defined as the following:
 - a. Daily subsistence expenses consisting of breakfast, lunch, dinner, and incidentals.
 - b. Travel expenses paid with cash.
 - c. Travel expenses paid with a personal debit card or credit card.

Travel-related expenses incurred using the corporate credit card are **not** defined as out of pocket expenses.

5. Subsistence expenses consist of expenses for meals and lodging.
 - a. Alcohol is not a subsistence expense for the purposes of this policy and therefore is not an allowable reimbursable travel expense.
6. Travel is defined as a trip authorized for the conduct of official USU business.
7. Transportation expenses consist of charges for commercial carrier fares; rental cars; private car mileage allowances; bridge and road tolls; taxi, Uber, Lyft, bus, shuttle, and rapid transit fares; and any other similar charges essential to achieve the purposes of the authorized trip.

POLICY: The University Student Union (USU) authorizes travel expenditures through its operating budget which includes transportation expenses, subsistence expenses, incidental expenses, and all other travel-related expenses.

All travel must be pre-approved by submitting a Travel Request in Concur. A Concur Travel Request is not required for travel using company vehicles, personal vehicles, or Zipcars to purchase supplies from local businesses.

Travel reimbursements for all out of pocket expenses must be documented on a travel expense report in Concur. All travel-related expenses incurred using the corporate credit card must be documented on a monthly credit card expense report in Concur.

Travel may also be funded through unallocated reserves or other alternative funding sources at the discretion of the Executive Director/designee.

International travel may occur as needed to advance skill development in the profession when no similar event occurs in the United States. All international travel must be approved by the Executive Director/designee in consultation with the Associate Vice President of Student Life.

Existing law prohibits discrimination based on race, national origin, ethnic group identification, religion, age, sex, sexual orientation, color, genetic information, or disability under any state program or activity.

California Assembly Bill 1887 (AB 1887) prohibits the University and auxiliaries from using state or auxiliary funds to travel to states that have enacted discriminatory laws based on sexual orientation, gender identity, or gender expression, and same-sex couples.

All USU requests for travel to banned states requires approval by the Executive Director/designee, the Associate Vice President for Student Life or Vice President for Student Affairs and Dean of Students and the Campus Chief Financial Officer. Exceptions to the ban may be granted for one or more of the following reasons:

1. Enforcement of California or Federal Law.
2. Litigation.
3. Unique development and leadership training opportunities for staff and students.
4. Research projects that advance the student union/'s impact on student learning, engagement, graduation rates and student success.
5. Specialized and/or required staff certifications and trainings necessary to maintain licensure or similar standards.
6. Ground and air travel layovers.
7. Conferences sponsored by USU-related professional associations where permission only would be granted for people who serve on conference planning teams and/or are leading conference programs.

When appropriate and necessary, the Executive Director/designee may make limited exceptions to this policy. The purpose of the exception must be documented in writing and approved by the Executive Director/designee.

Recommended by the Finance Committee on April 20, 2020.

Approved by the University Student Union, Board of Directors on May 04, 2020.

PROCEDURES

I. Travel Pre-Approval & Cash Advances

- A. All travel must be pre-approved by completing a Travel Request in Concur.
- B. Travelers may request cash advances for up to 100% of the estimated out-of-pocket expenses of a trip by requesting the cash advance via Concur. The cash advance must be submitted in Concur in a minimum of seven (7) business days before the advance is needed so there is sufficient time to issue the cash advance. If a trip is cancelled, the advance must be returned to Accounting & Finance within three (3) business days.
- C. A Travel Expense Report must be submitted via Concur to substantiate all out of pocket travel expenses and the use of the cash advance.
 - If the advance exceeds the substantiated expenses, the traveler must reimburse the USU within twenty-one (21) calendar days.
 - If the travel advance is less than the substantiated expenses, the USU will reimburse the traveler the difference.

II. Cancelled Trips

- A. If a trip is cancelled or changed, the traveler must make every effort to cancel or change any travel reservations and seminar conference fees. In addition, the traveler is responsible to obtain any allowable refunds or credits for unused travel reservations and seminar conference fees. All refunds and credits must be returned directly to the USU.

III. Travel Expense Report

- A. Out of pocket travel expenses will not be reimbursed unless submitted via Concur on a Travel Expense Report. All travel expenses must be properly itemized and accompanied by itemized receipts, submitted in Concur, and approved by the designated individual in the Concur workflow. The approver is responsible for validating expenses submitted on a Concur Travel Expense Report. Personal, excessive, or unreasonable expenses will not be reimbursed.
- B. Travel Expense Reports must be submitted within twenty-one (21) calendar days upon the travelers' return from their trip.
- C. Travel expense reports must also be submitted via Concur for all trips that do not require pre-approval. Reimbursements in the amount of \$50 or less may be reimbursed with cash. Reimbursements greater than \$50 may be issued by check or an electronic form of payment.

IV. Receipts

- A. All out of pocket travel expenses must be itemized and substantiated with receipts uploaded to the corresponding Travel Expense Report in Concur.
- B. Receipts are not required for out of pocket travel expenses in the amount of \$25.00 or less.
- C. Travelers may be held personally liable to reimburse the USU for any travel advances and/or expenses that are not accompanied with required itemized receipts. Any exceptions must be

approved by the Executive Director/designee and documented with a missing receipt affidavit in Concur.

- a. “Itemized” means that the detail of every purchase must be displayed on the receipt. For example, if the total for a restaurant receipt is \$250, each meal must be listed separately on the receipt. Alcohol is excluded because alcohol is not a reimbursable travel expense.

V. Reimbursement of Subsistence Expenses

A. The current maximum daily reimbursement for meals and incidentals allowed by the USU is \$62.00 for each complete 24-hour period of travel.

B. Daily meal reimbursement rates and incidental amounts are as follows:

- Breakfast \$10.00
- Lunch \$20.00
- Dinner \$25.00
- Incidental \$ 7.00

C. The daily meal reimbursement rate will be reduced if meals are included in the registration fee of a conference or seminar.

For example, if lunches are included in the registration fee for each day of a two-day seminar, the daily maximum meal reimbursement would be reduced by \$20.00 each day. Conference agendas must be uploaded to the Concur Request and Concur Travel Expense Report to ensure that only meals and incidentals, that are not included in the seminar-conference fee, are reimbursed.

Meal reimbursements for breakfast are allowable if only continental breakfast is offered.. “Continental breakfast” is defined as a light meal where only coffee, tea, juice, and pastries are offered.

D. Travel reimbursements allowed for trips with durations of more than 24 hours can differ for travel reimbursements allowed for trips with durations of less than 24 hours. Please refer to the table below for details.

| Travel Reimbursement Type | Trips greater than 24 Hours in Duration | Trips less than 24 Hours in Duration |
|---|---|--------------------------------------|
| Seminar Conference Fee | Yes | Yes |
| Airfare | Yes | Yes |
| Airline Baggage Fees | Yes | Yes |
| Hotel | Yes | Yes |
| Breakfast | Yes | Yes |
| Lunch | Yes | Yes |
| Dinner | Yes | Yes |
| Incidentals | Yes | No |
| Rental Car | Yes | Yes |
| Rental Car Fuel | Yes | Yes |
| Ground Transportation to the Airport | Yes | Yes |
| Private Car Mileage Reimbursement | Yes | Yes |
| Private Car Fuel Reimbursement | No | No |
| Parking | Yes | Yes |
| Taxi, Shuttle, Uber, Lyft and Bus Fares | Yes | Yes |
| Ferry, Bridge, or Toll Road Charges | Yes | Yes |

E. Meal reimbursements may be claimed for the last part of a trip of 24 or more hours in duration or for a trip less than 24 hours in duration. Travel must occur between the following times in order to qualify for reimbursement:

- Breakfast between 12:00 a.m. to 11:59 a.m.
- Lunch between 12:00 p.m. to 5:59 p.m.
- Dinner between 6:00 p.m. to 11:59 p.m.

*For example, a traveler attends a three-day conference and the trip concludes at 10:30 a.m. On the last day of the trip. In this example, the traveler would be reimbursed for breakfast only. Lunch and dinner reimbursement **cannot** be claimed for reimbursement.*

F. Incidental expenses for travel less than 24 hours in duration cannot be claimed or reimbursed.

VI. Transportation Expenses

A. Reimbursement will only be granted for the method of transportation that is in the best economic interest of the USU, considering both direct expense as well as the traveler's time. If the traveler chooses to utilize a more expensive form of transportation, the traveler will be reimbursed the least expensive mode of travel.

For example, a traveler chooses to drive his private vehicle to San Jose for a conference instead of taking a flight. The cost of the flight is less expensive than the reimbursement for personal car mileage. The traveler would be reimbursed for the cost of the flight and not for their total mileage since travel by air is the method of transportation which is in the best economic interest of the USU.

1. Expenses that are not related to the purpose of travel will not be reimbursed.
2. The use of a motorcycle or motor-driven cycle is expressly prohibited in the conduct of official USU business due to the higher risk of injury.

VII. Transportation by Private Automobile

A. When a traveler is allowed to operate a privately-owned automobile in the conduct of official USU business, the traveler will be reimbursed for the following:

- Mileage at the IRS Federal standard mileage rate that is in effect at the time of travel. The government includes the estimated cost of operating a personal vehicle in the mileage rate (e.g. gasoline, minor repairs, and depreciation).
- Ferry, bridge, or toll road charges.

B. Expenses for gasoline and car maintenance and repairs will not be reimbursed (exception: gasoline for rental vehicles is reimbursable).

C. A traveler authorized to drive a vehicle in the conduct of USU business must be approved by Human Resources. Human Resources verifies the following information:

- The supervisor has authorized the traveler to drive a vehicle in the conduct of USU business.
- The driver license is current and valid.
- The minimum auto liability insurance policy required by law is in effect.

- Completion of the Defensive Driving course.
- D. The automobile used by the driver must be equipped with safety belts in operating condition and be adequate for the work to be performed.

Travelers are required to use the personal mileage function in Concur for computing reimbursable mileage by entering the addresses of the starting and ending points of the trip.

- E. Reimbursable mileage is the one-way distance or the round-trip distance from the starting point to the authorized destination.

VIII. Use of Corporate Credit Card (*Reference the Corporate Credit Card Policy*)

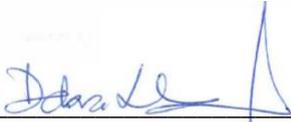
- A. The use of the corporate credit card is strongly encouraged for expenses pertaining to transportation, hotel, and registration for conferences, seminars, and workshops.
- B. Travelers may use personal debit or credit card to pay for authorized travel expenses when the use of the corporate card or cash is not feasible.

IX. Personal Guests of the Traveler

- A. Travelers wishing to bring a personal guest(s) must abide by the following rules:
- Airline reservations for personal guests will be made by and paid for by the traveler.
 - The traveler will pay any additional cost over and above the standard hotel rate difference that are attributable to the personal guests of the traveler.
 - The traveler will not be reimbursed for any meals or any other expenses for their personal guest(s).

X. Assembly Bill 1887 – Approval of Travel to Prohibited States

- A. Concur is programmed to deny the submission of a Travel Request if a state on the travel ban list is selected as the travel destination.
- B. Travelers are required to check the California State Attorney General website for list of states on the travel ban **prior** to initiating the travel process. Navigate to [California Legislation Information](#) to find the most current list of banned states.
- C. No travel expenses are allowed to be incurred prior to receiving approval of travel to prohibited states.
- D. Travelers must complete the Request for Approval of Travel to Prohibited States form and submit to obtain the approval signatures of the Executive Director/designee, Associate Vice President for Student Life or the Vice President, Student Affairs and Dean of Students, and the Campus Chief Financial Officer.
1. If approved, the completed Request for Approval of Travel to Prohibited states must be uploaded to the corresponding Travel Request in Concur.
 2. The traveler must inform Accounting & Finance once the completed form has been uploaded so the restriction on submitting the Travel Request can be removed.



Debra L. Hammond, Executive Director
University Student Union

Dated: 05-04-20



USU Travel

INSTRUCTIONS FOR APPROVAL OF TRAVEL TO PROHIBITED STATES UNDER ASSEMBLY BILL 1887

BACKGROUND:

Assembly Bill 1887 is a California law that restricts state agencies and auxiliary organizations from requiring employees to travel to any state that has enacted a law that discriminates on the basis of sexual orientation, gender identity, or gender expression under Gov. Code 11139.8. The law also prohibits approval of state-funded or state-sponsored travel to states on the list.

AB 1887 travel restrictions are effective January 1, 2017 and apply to all USU employees as well as non-employee travelers, including students. For complete text of the bill, please visit the [California Legislation information](#) website. Consult the USU Travel Policy & Procedure for further guidance.

Travelers are should check the [California State Attorney General](#) website for a list of affected states **prior** to initiating the travel approval process in Concur.

Certain exceptions to the AB 1887 travel restrictions may be granted on a case-by-case basis. A detailed description and justification for any requested exception must be provided on the form.

NO TRAVEL EXPENSES SHOULD BE COMMITTED PRIOR TO APPROVAL OF TRAVEL TO PROHIBITED STATES.

INSTRUCTIONS FOR COMPLETING AND ROUTING THE REQUEST FORM:

- 1) Requestor should review the [prohibited states](#) list **prior** to initiating the Concur Travel Request.
- 2) Utilize this form if valid documentation exists for one or more of the applicable exceptions. Justification and all relevant documentation must be included. Incomplete forms may delay the approval process.
- 3) The Executive Director/designee, in consultation with the Office of Student Affairs, must review and approve any exceptions to travel prohibited states.

FOR ADDITIONAL QUESTIONS, PLEASE CONTACT [ACCOUNTING & FINANCE AT X6033](#)



USU Travel

REQUEST FOR APPROVAL OF TRAVEL TO PROHIBITED STATES UNDER ASSEMBLY BILL 1887

TRAVELER INFORMATION:

TRAVELER NAME: _____ DEPARTMENT: _____

DESTINATION: _____ DEPARTURE DATE: _____ RETURN DATE: _____

APPLICABLE EXCEPTIONS UNDER AB 1887 – GOV. CODE 11139.8 (CHECK ALL THAT APPLY):

- Enforcement of California and/or Federal Law.
- Litigation
- Unique development and leadership training opportunities for staff and students.
- Research projects that advance the student union’s impact on student learning, engagement, graduation rates, and student success.
- Specialized and/or required staff certifications and trainings necessary to maintain licensure or similar standards.
- Ground and air travel layovers.
- Conferences sponsored by USU-related professional associations where permission would only be granted for individuals who serve on conference planning teams, and/or leading conference programs.
- Other

EXPLANATION/JUSTIFICATION (REQUIRED): Please attach additional page(s) if more space is needed.

Executive Director/designee: _____ **Print Name:** _____ **Date:** _____

Division AVP (or VP): _____ **Print Name:** _____ **Date:** _____

Campus Chief Financial Officer: _____ **Print Name:** _____ **Date:** _____

