SUBJECT: Travel

REFERENCE: CSUN Travel Manual; HR 2004-35

POLICY: The University Student Union (USU) will authorize through its operating budget travel costs, which includes subsistence expenses, business expenses, transportation expenses, and incidental expenses. Travel reimbursements will be made on a travel expense claim form and will conform to USU travel procedures.

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

DEFINITIONS:

1. Travel is defined as a trip authorized for the conduct of official USU business.

2. Subsistence expenses consist of the charges and expenses for meals and lodging.

3. Business-related expenses consist of charges for seminar and conference fees, business phone calls, business internet access, equipment or supply purchases, and all charges necessary to the completion of an authorized business trip.

4. Transportation expenses consist of charges for commercial carrier fares; rental cars; private car mileage allowances; bridge and road tolls; necessary taxi, bus, shuttle, and rapid transit fares; and other similar charges essential to achieve the purposes of the authorized trip.

5. 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.

Recommended by the Finance Committee on April 17, 2015
Approved by the University Student Union, Board of Directors on May 04, 2015
Travel Procedures

I. Travel Pre-Approval & Travel Advances
   A. Travel exceeding 24 hours in duration must be pre-approved by using the USU Travel Approval/Advance Request form. Travel less than 24 hours in duration does not require the completion of the USU Travel Approval/Advance Request form.

   B. Travelers may request travel advances for up to 100% of the estimated out-of-pocket expenses of a trip by filling out the Travel Approval/Advance Request form. The form must be submitted to Accounts Payable a minimum of ten (10) business days before the advance is needed so there is sufficient time to issue the travel advance check. If a trip is cancelled, the advance must be returned to Accounts Payable within one business day.

   C. The Travel Expense Claim Form must be submitted to substantiate travel expenses. If the advance exceeds the substantiated expenses, the traveler must reimburse the USU via cash, check, money order, or credit card within thirty (30) calendar days.

      - In the event that the travel advance is less than the substantiated expenses, the USU will reimburse the traveler the difference via petty cash or company check.

II. Travel Expense Claim Form
   A. Travel expenses will not be reimbursed unless submitted on a Travel Expense Claim Form. All travel expenses must be properly itemized, accompanied by the necessary receipts, signed by the claimant and approved by the authorized supervisor. It is the responsibility of the supervisor to ascertain the necessity and reasonableness of expenses for which reimbursement is claimed. Excessive or unreasonable expenses will not be reimbursed.

   B. The purpose of the trip and dates of the trip must be included in the Travel Expense Claim Form.

   C. Travel Expense Claim Forms must be submitted within thirty (30) calendar days upon the traveler’s return.

   D. Each Travel Expense Claim Form must contain a certification that the expenses listed on the form and the supporting documentation is a true statement of the travel expenses incurred for the official business of the USU.

   E. At the end of the fiscal year, travel expenses claimed for July 1 and beyond must be on a separate travel expense claim from those claimed for June 30 or earlier.

   F. A Petty Cash Request Form (instead of a Travel Expense Claim Form) may be used to claim mileage and parking, if both of the following conditions exist:

      - Mileage and/or parking are the only travel expenses claimed.
      - Mileage and/or parking were not included as part of a travel advance.

III. Receipts
   A. All travel expenses must be itemized and substantiated with receipts attached to the Travel Expense Claim Form.
B. Receipts are not required for the following:

- Meals, if the daily meal reimbursement rates are utilized.
- All non-meal-related travel expenses that are $25.00 or less.

C. Travelers will be held personally liable to reimburse the USU for any travel advances and/or expenses that are not accompanied with receipts when required. Any exceptions must be approved by the Executive Director/designee.

D. Electronic receipts are acceptable provided that the detailed information contained in an electronic receipt is equivalent to the level of detail contained in an acceptable paper record. Emailed or faxed documentation is acceptable for substantiating such expenses.

IV. 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 completed. Itemized claims for reimbursement up to this amount may be paid.

B. Maximum 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 lunch is 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 are required to be attached to the Travel Expense Claim Form to ensure that meal reimbursements are not issued when the cost of the meal is included in the seminar conference fee.

Meal reimbursements for breakfast are allowable if the conference provides continental breakfast only. “Continental breakfast” is defined as a light meal usually consisting of coffee or tea and a roll, pastry, or other baked goods.

D. The travel reimbursements allowed for trips with duration of more than 24 hours are in some cases different than the travel reimbursements allowed for trips with duration of less than 24 hours.
<table>
<thead>
<tr>
<th>Travel Reimbursement Type</th>
<th>Trips greater than 24 Hours in Duration</th>
<th>Trips less than 24 Hours in Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar Conference Fee</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Airfare</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Airline Baggage Fees</td>
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<tr>
<td>Hotel</td>
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<td>Yes</td>
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<tr>
<td>Breakfast</td>
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<td>Yes</td>
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<tr>
<td>Lunch</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Dinner</td>
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<td>Yes</td>
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<td>Incidentals</td>
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<td>Rental Car</td>
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<td>Rental Car Fuel</td>
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<td>Yes</td>
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<td>Ground Transportation to the Airport</td>
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<td>Private Car Mileage Reimbursement</td>
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<td>Taxi, Shuttle, and Bus Fares</td>
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<td>Yes</td>
</tr>
<tr>
<td>Ferry, Bridge, or Toll Road Charges</td>
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<td>Yes</td>
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</tbody>
</table>

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 obtain 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 may not be claimed.

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

V. Transportation Expenses

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

For example, although it is less expensive to fly, a traveler chooses to drive his private vehicle to San Jose for a conference. The traveler would be reimbursed for the cost of the flight and not for his/her total mileage since travel by air is the method of transportation which is in the best interest of the USU.

1. Expenses which 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.
VI. 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 routine car repairs will not be reimbursed (exception: gasoline for rental vehicles is reimbursable).

C. A traveler authorized to use a private automobile in the conduct of USU business must be a licensed driver and have the minimum liability insurance required by law. The automobile must be equipped with safety belts in operating condition and be adequate for the work to be performed.

D. Travelers are required to use an internet mapping source for estimating reimbursable mileage and attach it as part of the Travel Expense Claim Form.

E. Reimbursable mileage will be either the one way or the round trip distance from the traveler’s starting point to the authorized destination, whichever is applicable.

VII. Use of Corporate Credit Card
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 their personal debit or credit cards to pay for authorized travel expenses when the use of the corporate card or cash is not feasible.

VIII. 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 and paid for by the traveler.
- The traveler will pay the difference between the standard hotel room rate and any requested upgrades due to a personal guest(s) staying with the traveler.
- The traveler will not be reimbursed for any meals or any other expenses for their personal guest(s).

IV. Approval Authority
A. When appropriate and necessary, the Executive Director/designee may make a limited exception to the travel policy. The purpose of the exception must be documented in writing and signed by the Executive Director.

Debra L. Hammond, Executive Director
University Student Union
Dated: August 10, 2015