

State Requirements When Traveling on State Business

- Travel must be conducted in the **most economically** advantageous method to the University.
- State employees traveling on State business must file a Travel Application *preceding* the trip to show authorized travel, and the estimated expense of the trip.
- Employees who travel on behalf of the University are expected **to acquire and use the American Express Government Card**, to secure State rates. Applications for an American Express Government Card can be obtained by calling the Accounting Office at extension 85476.
- Employees must use one of the **Authorized Rental Car Agencies**, along with the correct form of payment. (*Government American Express Card, or the CRBTA.*)
- Employee reimbursement will be limited to **State negotiated rates only**. (i.e. airline city pair rates).
- The **Travel Expense Claim** must be **filed** in the Accounting Office **no later than 30** days after the return date of the trip. If there was an **advance issued**, and the claim is **not received** by Accounting Services **within 60 days** of the return date of the trip, a **Payroll Deduction will be processed for the amount advanced**.
- If advance received and not all was used, must return the unused portion with the Claim. The check should be made payable to CSUF-
- Traveler must pay and request reimbursement for **only his/her own expenses**.
- **Original receipts** must be turned in with claim-
- **Receipts** must be in **claimant's name**-
- **Airfare – Receipt showing destination, travel dates, cost, and payment made-**
- **Lodging receipt** showing breakdown of daily expenses and payment made, must be included with claim-
- **Meals** are allowed at the following rate: Breakfast - \$ **10.00**
(Note: 1 day trip, lunch not included, Lunch - \$ **15.00**
and meals claimed for travel less Dinner - \$ **25.00**
than 24 hrs. are reportable) Incidental - \$ **5.00**
- No travel advance issued if claim is past due on a prior trip-
- **Private Car use**:-State reimburses at **.55** cents per mile
 - Must have a valid California Driver's License
 - Must have on file an "Authorization to Use Privately Owned Vehicle Certification Form"
 - If claiming mileage more than once a month, must have completed the Defensive Driver's Training class