
Travel Expense And Allowance Procedures

I. Scope

These procedures apply to all California State University, Fresno and California State University, Fresno Foundation employees authorized to travel on Foundation and/or university business. The Foundation Executive Director or designee is authorized to issue interpretations and take other actions appropriate to implement provisions of these procedures.

II. Definitions

For the purposes of these procedures, the following definitions will apply:

- A. Headquarters. A headquarters shall be established for each employee and shall be defined as the place where the employee spends the largest portion of regular workdays or the place where the employee returns on completion of special assignments. For most employees, the headquarters will be the California State University, Fresno campus.
- B. Residence. A place of primary dwelling shall be designated for each employee. The primary dwelling shall be defined as the actual dwelling place of the employee.
- C. Travel Expenses. Travel expenses include:
 - 1. Subsistence Expenses. Subsistence expenses include charges for meals, lodging and all charges for personal expenses incurred while on travel status.
 - 2. Business Expenses. Business expenses consist of the charges for business phone calls and communications, equipment or supply purchases and all other charges necessary to complete official business.
- D. Employee. Employees include all full time, part time, grant-related and volunteer employees.

III. Travel Expense Claim Form

- A. No travel expense claim shall be paid unless submitted on a Foundation Travel Expense Claim form. All expense claims shall be properly itemized, accompanied by the original supporting receipts and approved by the authorized account signer. The account signer approving the claim is responsible to ascertain the necessity and

reasonableness of the travel claim. The Foundation Executive Director or designee will disallow unreasonable or excessive lodging expense claims.

- B. Travel expense claims shall be submitted for reimbursement within one month of the date the expenses were incurred.
- C. In order to meet Internal Revenue Service requirements, travel expense claims must include:
 - 1. The inclusive dates for each trip and the times of departure and return.
 - 2. The purpose or objective of each trip
 - 3. The headquarters address and the primary dwelling address
 - 4. A certification that the travel expenses were incurred in accordance with Foundation policies and on official business of the Foundation and/or the university.
 - 5. The amount of each separate expenditure such as travel, lodging or meals.
 - 6. The destination or area of your travel. Use the name and address or location of each destination. General destinations such as "Fresno and vicinity" are not acceptable for local travel.
- D. In cases where receipts cannot be obtained or have been lost, a statement to that effect should be made and attached to expense claim.

IV. Short-Term Travel

- A. In computing the per diem subsistence allowance for authorized travel, the following maximum reimbursements will be allowed in any 24-hour period or any fractional part thereof for expenses incurred more than 25 miles from the normal work location:

<u>Type of Expenditure</u>	<u>Statewide</u>
Lodging	Actual single rate lodging expenses supported by a paid itemized receipt.
Breakfast	\$ 6.00
Lunch	9.50
Dinner	<u>16.50</u>
	\$ 32.00

Incidental Allowance \$ 5.00

B. Lodging Rates should be comparable to those arising from the use of good, moderately priced establishments catering to the general public. Actual lodging expenses will be allowed when documented by an itemized receipt. Credit card receipts are not acceptable as many charges could be included that are not reimbursable lodging expenses.

C. Subsistence Meals

1. **BREAKFAST**-May be claimed when leaving prior to 7:00 am and/or returning after 9:00 am. Continental breakfasts are not considered a meal.

2. **LUNCH**-May be claimed when leaving prior to 11:00 am and/or returning from an overnight trip after 2:00 p.m. **Lunch cannot be claimed on a single day trip.**

3. **DINNER**-May be claimed when leaving prior to 4:00 p.m. and/or returning after 6:00 p.m

4. The normal workday hours for implementation of these procedures are 8:00 am to 5:00 p.m.

5. When meals are furnished or otherwise paid for, such as meals included in a conference fee, the person traveling may not claim reimbursement for those meals.

6. Receipts are not required for subsistence expenses.

D. Incidentals

An additional incidental allowance may be claimed for each complete 24-hour period only. This includes, but is not limited to expenses for laundry, cleaning, and pressing of clothes, and fees and tips for services such as for waiters and baggage handlers. Receipts are not required for incidentals. It does not include cab fares, telephone calls and telegrams.

E. Business Related-Meals

When it is necessary for employees to conduct official Foundation and/or university business during a meal, they may be reimbursed for actual meal expenses substantiated by a receipt. The meal must be beyond the control of the employee and it must be impractical to complete the business during normal working hours. Employees may not claim reimbursement for a business-related meal if they are also claiming subsistence reimbursement.

- F. Claims for meal expenses where attendance is primarily for public or community relations cannot be reimbursed on a travel expense claim form. A community relation's authorization form must be used for these types of claims.

IV. Transportation Expenses

Transportation expenses consist of the charges for commercial carrier fares; private car mileage allowances; overnight and day parking for cars; bridge and road tolls; taxi, bus, streetcar, rapid transit fares; and all other charges essential to the transport to and from the official headquarters. Reimbursement will be made only for the method of transportation which is in the best interest of the Foundation and/or the university, considering both the direct expense as well as the employee's time.

- A. Claimants will be reimbursed the maximum rate of **31 cents** per mile for use of privately owned automobiles.
- B. Claimants will be reimbursed the actual cost for use of a commercial carrier. Travel insurance is not a reimburseable expense.
- C. Air travel will be via coach class. Business class travel on international flights over six hours would be appropriate, if approved in advance by a Vice President or the President. First class travel is prohibited.
- D. Vehicle rental will be reimbursed for actual and necessary costs **excluding damage waiver expense**. No reimbursement will be made if claimant authorizes additional drivers without prior approval of the Executive Director/Designee.
- E. Rental of vehicles for the purpose of transportation of students or project participants is not allowed unless the rental is in the name of the California State University, Fresno Foundation. Students are not allowed to drive vehicles rented in the name of the Foundation.
- F. Expenses arising from travel between home and headquarters shall not be allowed.
- G. Receipts are required for vehicle rental. Receipts are not required for bus fares, taxi or hotel bus fares, and parking fares of \$10.00 or less.

VI. Travel Advances

The Foundation does not issue travel advances to employees, except in extraordinary circumstances. Travel advances issued must be deducted when the Travel Expense Claim is submitted for the intended trip. Travel advances in excess of itemized expenses must be repaid to the Foundation. The Foundation will issue Diners Club cards to

employees upon request. There is no charge to the employee for the issuance of a Diners Club card. Cash advances may be secured using a Diners Club card.

Travel notification forms should be completed prior to trips for insurance purposes only.

VII. Travel Expenses For Job Candidates

Reimbursement may be allowed for travel expenses of job candidates who are called for employment interviews. Reimbursement will be for actual expenses incurred and must be approved by the appropriate University Vice President or the University President or the Foundation Executive Director (for Auxiliary Services candidates only).

VIII. Moving And Relocation Expenses

Reimbursement may be allowed for moving and relocation expenses. Reimbursement will be for actual expenses incurred and must be approved by the appropriate University Vice President or the University President or the Foundation Executive Director (for Auxiliary Services employees only).

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