

5.03.0 — Definitions

Headquarters — Employee's headquarters is defined as the place where the largest portion of employee's regular working time is spent and to which he/she returns upon completion of special assignments. Subsistence expenses must be incurred more than 25 miles one-way from the employee's normal work location.

Residence — Residence is that place where the employee actually dwells without regard to other legal or mailing addresses. In cases where an employee maintains more than one dwelling meeting the definition of a residence, the president or designee will designate the one place that bears the most logical relationship to the employee's headquarters.

Travel Expense

1. **Subsistence Expenses** — The charges and expenses for meals and lodging and all charges for personal expenditures incurred while on travel status. The amounts allowed for meals, lodging and other charges have separate limits.
2. **Transportation Expenses** — The charges for commercial carrier fares; private vehicle mileage allowances; emergency repairs to university vehicles; overnight and day parking of university or privately owned vehicles; bridge and road tolls; necessary taxi, bus, rapid transit or street car fares; and all other charges essential to the transportation to and from the employee's official headquarters. Reimbursement will be made only for the method of transportation that is in the best interest of the CSU, considering both direct expense as well as the employee's time. Provided the mode of transportation selected does not conflict with the needs of the campus, the employee may use a more expensive form of transportation and be reimbursed at the amount required for a less expensive mode of travel. Both modes of transportation will be shown on the travel claim with reference to this section.
3. **Business and Miscellaneous Expenses** — The charges for business phone calls and telegrams, emergency clothing, equipment or supply purchases, registration fees, overtime meals, and all other charges necessary to the completion of official business. Any emergency purchase shall be explained and, if over \$25, must be approved by the president or designee.
4. **University Employees** — All faculty, staff, and student assistants who are paid through the State Controller. Persons on volunteer status (Job Code 0050) are considered employees for the purposes of this manual. Persons who are not defined as "employees" include students who are not employed by the university. Members of employee's family and employees of the Foundation, Aztec Shops or Associated Students are not considered university employees for the purposes of this manual.