

Travel News – Fall 2004

Accounts Payable

To: All Travel and Administrative Coordinators, Faculty, Department Chairs, Directors, Deans and President.
Please forward this newsletter to all employees who travel on state business.

The Accounts Payable Travel Newsletter will now be issued on a quarterly basis. Please feel free to contact Accounts Payable at 594-4058 for answers to your travel related questions.

Meal Allowances

A maximum of \$41 for meals may be reimbursed for each complete 24-hour period. For travel that occurs in the last fractional part of a period of travel of more than 24 hours, meal costs may be claimed, if itemized, as follows:

\$ 9 Breakfast - if travel extends past 9 a.m.
\$12 Lunch - if travel extends past 2 p.m.
\$20 Dinner - if travel extends past 6 p.m.
\$41 Maximum - per 24-hour period

These amounts indicate the maximum amount that may be claimed for a meal and claims should only be submitted for the exact amount spent per meal. If meals are included in registration fees, subsistence expenses should not be claimed for those meals. In addition, incidental expenses are allowed to a maximum of \$5.00 per day based on the actual amount spent.

Note: Please remember a copy of the conference agenda and registration form must be submitted with the travel expense claim.

John Skaggs has transferred from Accounts Payable to a new position on campus and Janet Meador is currently the interim Travel Coordinator. Janet will be happy to help with your travel questions, and can be reached at extension 44058.

Thank you, John! Best wishes in your new adventure!

Private Vehicle Policy

Before using a private vehicle on state business, CSU employees must obtain a Defensive Driving Certificate as well as filing a completed and approved [Authorization to Use Privately Owned Vehicles on State Business \(Std 261\)](#). The vehicle must be covered by liability insurance to the limits indicated in [Section 5.14.1 of the Financial Management Manual](#). The vehicle used must be adequate for the work to be performed, equipped with seat belts in operating condition, and in safe mechanical condition as required by law. All operators of the vehicle must have a valid California driver's license and must not have been issued more than three moving violations or have been responsible for more than three accidents (or any combination of more than three accidents or moving violations) in a twelve-month period.

Further information about mileage rates and the types of vehicles that may be used on state business can be found in [Section 5.14 of the Financial Management Manual](#).

Persons on official volunteer status (Job Code 0050) are considered employees for the purposes of these policies and regulations.

Volunteers must complete an [SDSU Volunteer Identification form](#), obtain a signature from the department chair or supervisor, and submit the form to the Center for Human Resources prior to travel.

The Volunteer Identification form must be completed by adjunct faculty and persons in unpaid, non-teaching positions.

Please contact Jennifer Gilmore in The Center for Human Resources at x47099 for any questions regarding this form or defining volunteer status.