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Reminder: Approving Officials
Travel should not be approved by a person who reports directly or indirectly to the traveler. Persons delegated the authority to approve travel shall not approve their own travel.

In-State Travel: The T2 is to be approved by the employee’s immediate supervisor or department chair.

Out of State Travel: The T2 is to be approved by the appropriate Vice President or designee.

Travel Expense Claim:
All signatories must be on the FAH, assigned the appropriate maximum dollar amount to authorize expenditures. The officer approving payment must be designated to approve travel expenses in accordance with the SDSU Travel Policy.

Quick Links
(Hold down CTRL key then click on the link)

SDSU Travel Manual
US State Department / Travel
Direct Deposit Form
Transient Occupancy Tax Form
Travel Expense Claim Form
Enterprise Rent-A-Car
Accounts Payable / Forms

New Mileage Rate Effective January 1, 2011:
The new mileage rate will be .51 cents per mile for business travel reimbursements when using a privately owned vehicle. The Travel Expense Claim Form has been updated to calculate the new rate.

New Travel Policy Coming Soon!
In conjunction with the CSU Chancellor’s office, Business and Financial Affairs will be implementing a new Travel Policy. Implementation of the policy will be on or before April 1, 2011.

Highlights of the “New Travel Policy”

- Defines the role of those involved in the travel approval and reimbursement process. The traveler and the approving authority ensure expenses requested are ordinary, reasonable, not extravagant, necessary and supported by a business purpose or justification, as appropriate.

- Domestic Maximum Daily Meal Allowance will be $55.00 and $7.00 per 24 hours is allowed for incidentals. Reimbursement is for actual costs. There is no “per meal” breakdown.

- Tips are not considered part of the $7.00 incidentals maximum. The University will reimburse reasonable and customary gratuities (generally up to 20% of the total bill) for items such as shuttle driver as part of the expense.

- Any single expense of $25.00 or more must be supported by an original itemized receipt.

- International Travel will use the published Federal Government Per Diem for meals and lodging specific to the location. Receipts are not required. http://www.defensetravel.dod.mil/site/perdiem.cfm

- Advances are limited to one travel advance.

- Unrecovered advances will be charged to the departments account at 60 days after a trip was completed. To recover outstanding advanced funds, the amount may be withheld from the employees’ wages or other reimbursements due the traveler. A collection agency may also be used. At 120 days, the advanced funds are considered taxable income.

- SDSU to use corporate travel cards to enable traveler to obtain government rates and industry wide discounts. Corporate Travel Card from U.S. Bank

- Destinations on the US State Department Travel Warning list requires prior written approval. US State Department / Travel.