

Accounts Payable Travel Manual



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UNIVERSITY

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5.00.0 — Travel Policies and Procedures

This chapter describes the university's general travel policies and procedures. Specific procedures may vary by collective bargaining unit.

5.01.0 — Travel In-state

Travel will be authorized only by the appropriate supervisor and in accordance with the following:

- When personal contact is the most efficient method of conducting university business.
- When the most economical method of transportation is selected in terms of direct expense to the university and employee time away from headquarters.
- When attendance at conferences or meetings is limited to persons immediately concerned with the topics to be discussed or the business to be transacted.
- When travel is scheduled so as to avoid backtracking and duplicate travel whenever possible.
- University cars should not be parked overnight at an airport unless there is no other practical and reasonable way of getting the employee to and from the airport.

It is the responsibility of the supervisor approving the Travel Expense Claim (Std. Form 262) to ascertain the necessity and reasonableness of the expenses for which reimbursement is claimed.

5.02.0 — Travel Out-of-state

Conferences or Meetings of Associations and Professional Groups - held for the purpose of studying current developments or problems. The following criteria will apply:

- The justification must be complete and demonstrate the need for attendance, and trips must be limited to those, which yield an identifiable benefit to the university.
- There must be a plan under which the information gained will be communicated for effective use by the university.
- The absence of the participant must not unduly interfere with service to the public or operation of the university's program.
- The subject matter must be related to the participant's responsibilities and he/she must be qualified to apply the information.

The reasons for out-of-state travel can be as follows:

- Recruiting: for the purpose of filling vital program positions in university service.
- Representation: one person representing the university at meetings, hearings, or discussions that will commit or affect

SDSU.

- The meeting must be expected to materially affect the university's interest, and the person sent must be authorized to represent the state.
 - Training: for the purpose of obtaining scientific, technical, professional or management skills.
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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.
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5.04.0 — Travel Advances

5.04.1 General Procedures

Accounts Payable will issue a revolving fund check as a temporary advance to an employee for travel expenses before the travel is actually performed. Advances may be issued upon the completion of form T2: Request for Absence from Campus. It should be submitted concurrently with all other travel forms, and should be received by Accounts Payable not more than 30 and not less than three days before departure.

The advance should be reasonably calculated and should cover all prior expenses such as registration fee, airline ticket purchase, hotel deposit and estimated subsistence costs (food and lodging).

Advances will only be made for \$150 or more, and only one travel advance check will be issued. Accounts Payable will not pay separate expenses for an individual—this is the responsibility of the person taking the trip. If the only expense that will be incurred is a registration fee, a payment to a travel agency, or some other similar one-item expense, an advance will be issued directly to the vendor. An invoice, although not mandatory, is preferred and would eliminate the need for a travel expense claim. If an invoice is not supplied, a travel expense claim must be prepared.

If after returning from a designated trip and after filing a Travel Expense Claim (Std. Form 262), the claimant is entitled to an additional reimbursement — e.g., mileage — a second revolving check can be issued after the claim has been audited and approved. Claims and/or revised T2 forms must be filed prior to the end of the fiscal year (June 30) in which the trip occurred if any additional reimbursement is to be paid. If the advance exceeds the employee’s travel expense, the employee is required to promptly reimburse the revolving fund for the difference. A check made payable to SDSU should be attached to the Travel Expense Claim and should be returned no more than 30 days after the expense is paid or incurred.

Employees who fail to repay unused travel funds within thirty days of the trip may be denied travel advance funds for future trips. If travel advance funds were not used during the trip, they should be readily available for repayment and should not have been spent for personal uses.

Travel advances not cleared within 30 days after return from a trip or upon separation from the university may be withheld from employee's salary warrant.

If a trip is canceled or postponed indefinitely, the advance must be returned, but no later than 30 calendar days from the date of the advance.

Travel advances and additional revolving fund checks must be picked up in Accounting Services. A representative of the employee may be sent for this purpose; however, in either case, staff / faculty / student identification is required. Three working days should be allowed to process an advance request. If a travel advance is needed for a Thursday trip, the request must be received in Accounts Payable by 3 p.m. Monday in order for the check to be ready by 3:30 p.m. Wednesday.

Important Note: All travel claims should be filed promptly.

5.04.2 Preparation of Travel Advance Form

The Travel Advance form has been eliminated and incorporated into the T2: Request for Absence from Campus. See section 5.05.2 of this document for instructions regarding completion of form T2, Request for Absence from Campus.

5.05.0 Request for Absence from Campus (T2)

5.05.1 General Procedure

Form T2: Request for Absence from Campus is used to request an authorized absence from campus for the purpose of traveling to a destination in order to perform official university business. The T2 is also to be used to request a revolving fund check as a temporary advance for travel expenses before the travel begins. (See section 5.04.1 for policy regarding Travel Advances.)

Therefore, the T2 should be approved and retained by the college / division dean/ director for any university related trip off-campus even if reimbursement is not provided. It should be typed and submitted at least ten days in advance for in-state trips and at least 15 days in advance for out-of-state trips. The T2 protects the employee as well as the institution since it documents why the employee must be absent from the campus and how the absence relates to university business.

Note: A T2 need not be submitted to Accounts Payable if all three of the following conditions are met:

- The trip is in-county and not related to a monthly mileage claim
- There is no expense to be reimbursed the employee, and
- No university car is being used

If the T2 is being submitted for the purpose of amending a prior T2 prior to the trip date, type the word “Amended” in the upper right-hand corner. Also, indicate right below this why it is being amended (e.g., with funds rather than without funds, increased allocation, trip date change, etc.). If the trip has already taken place, an amended T2 is not necessary. The dean, administrator or supervisor’s signature on the travel expense claim will serve as an authorization to pay the claim amount, whether or not it exceeds the T2 amount.

Employees who claim mileage on a monthly basis must prepare a Blanket T2 to include a range of dates that they will be off campus and claim private car mileage for trips within San Diego County. The department should estimate the amount of money the traveler will be claiming for this mileage. When the claim is submitted, it should be accompanied by the Monthly Mileage Report and should indicate in the remarks section that there is a Blanket T2 on file. The amount of the Blanket T2 encumbrance will be reduced each time a claim is submitted. All employees claiming private car mileage must also have a Std. Form 261, Authorization to use Privately Owned Vehicles on State Business on file as well as a Defensive Driver Training Certificate (contact Public Safety).

University employees traveling overnight in California should attempt to have the Transient Occupancy Tax (TOT) waived for all hotel/motel rooms they occupy while on official state business. Inquire when making reservations. When checking in, you may request an exemption certificate to waive the tax. Many hotels/motels have their own form for this purpose. The format of these exemption certificates will vary among establishments. SDSU also provides form STD 236, Hotel/Motel Transient Occupancy Tax Waiver for claiming this exemption.

Note: The T2 available on the Accounts Payable Web site includes a Transient Occupancy Tax Waiver, which is attached as page two of the document. Participation by operators is strictly voluntary and is dependant on local laws and ordinances;

however, it is strongly recommended that travelers request the TOT be waived.

Presentation of your university ID card may be required to verify your government (state / university) employment status.

5.05.2 — Preparation of Request for Absence from Campus (T2)

Please complete the T2 as completely as possible. The following items are essential to the proper completion of the T2:

1. Date of Application: is required on the T2.
2. Advances: If requesting a temporary travel advance, indicate by completing the “Advances” section of the T2. Additional remittance information such as invoices, quotes or conference registration documents must be attached to the T2.
3. Trip Information: Select all applicable fields for the trip. Indicate whether absence is In State, Out-of-State, or Chancellor's Office, and the purpose of the trip (Essential, Professional or Recruitment). Forms should be submitted at least 10 days in advance for in-state travel, and 15 days in advance for out-of-state travel.

Definition of Terms

Essential —

- Representing the campus in a voting capacity in any organization or association to which the entire university belongs
- Mandatory attendance at a CSU meeting
- Providing information to groups, committees or agencies that have the authority to affect or provide assistance to university
- Presenting a paper or oral report
- Assisting in coordination or conduct of meeting or workshop sponsored by the professional association or society

Professional —

- To attend a meeting or workshop sponsored by a professional association or society.

Recruitment —

- Trips in connection with recruitment of faculty and/or staff.

Transportation —

- Indicate airline travel, personal car or rental car. If traveling by private car, indicate the vehicle license number, the estimated one-way mileage, the number of passengers and the name of the driver of the vehicle.
- All trips that involve a campus pool vehicle and exceed 250 miles one way must be approved by any of the vice presidents or by the associate vice president for Enterprise Operations.

Funding —

- Select appropriate fields to indicate the source of funding for the trip.
- If funds will be reimbursed from the Chancellor's Office, indicate the amount to be reimbursed.
- Additional supporting documentation should be attached

Information on Travel/Absence/Destination —

- Complete this section in full for all trips. Instructions for specific fields are as shown below:
 1. Dates of Absence: Indicate exact dates claimant will be absent from campus. Specify precisely which days are for personal travel, if any.
 2. Reason for Absence: State complete reason for absence from campus, including name of association, meeting or conference.
 3. Destinations(s): Include the city and state of all travel destinations.

Expenses to be Reimbursed —

- Itemize all known or anticipated reimbursable expenses to justify maximum reimbursement for this travel claim.

Account Information —

- Indicate the Oracle account number to be charged for expenses pertaining to the trip

- If the T2 indicates the travel will be paid for with State funds, an Oracle account number to be charged must be provided
- If two or more accounts are to be charged, indicate the amount for each account; i.e., when HR Specialized Training funds are charged

Approval Signatures —

- The traveler and the immediate supervisor or department chair must sign all T2's
 - Additional signatures may be required based on hierarchy and/or other campus or departmental policies
 - Vice president or designee: this approval is required on all out-of-state trips and trips involving usage of a university vehicle if mileage exceeds 250 miles one way
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5.06.0 — Claims for Travel Expense Reimbursement (Std. Form 262)

5.06.1 General Procedures

If an employee extends a business trip for personal convenience, only the time of departure and return relating to university business should be shown. These days may fall within the dates shown on the T2 form but an amended form should be filed if there is an earlier date of departure or later date of return than was indicated on the original form. In addition, only those travel expenses required in connection with university business should be claimed. For example, if a trip was extended for personal convenience, subsistence may be claimed only for the time the person would have spent on university business, not the entire time away from campus.

Similarly, if an employee drives a private car where an airline flight would have been more economical, subsistence expense should begin at the time the employee ordinarily would have left headquarters or home if traveling by air. Also, depending on the duration of the trip, the employee could be reimbursed “fare-in-lieu” for his / her transportation expense; or whichever is most economical. A notation should be given at the bottom of the claim in such cases: “airfare in lieu of mileage.”

5.06.2 Travel Expense Claim (Standard Form 262)

All claims for reimbursement of travel expenses shall be submitted on the Travel Expense Claim (Std. Form 262) properly

itemized, accompanied by the original receipts and approved by the individual who originally authorized the travel and has authority to commit funds from the account(s) charged. Claims should be filed no later than 30 days following trip date. Written notice will be sent 15 days after the return date listed on the T2, requesting the travel claim be submitted to Accounts Payable. A final notice will be sent 15 days later. If a claim is still not received within a reasonable time period (2-4 weeks), and a travel advance is outstanding, the amount advanced could be withheld from the employee's next salary warrant. If no advance was issued, the paperwork will be placed in an inactive file. In any event, unnecessary delays can be avoided if the employee immediately submits his/her travel expenses to the person responsible for filling out travel claims after returning from a trip.

Accounts Payable will accept legible and complete handwritten or typed travel claims. No forms written in pencil will be accepted. Accounts Payable will return any claim received that deviates from the required format or is difficult to read or understand.

Several trips may be entered on one Travel Expense Claim. When more than one trip is being listed on the Travel Expense Claim, a blank line should be left between each trip. If a trip is started at the end of the month and extended to the next month, the claim may be submitted after the trip is concluded. (Note: The overlapping of multiple months must not be used for the months of June and July because of the change from one fiscal year to another. In this case, two separate Travel Expense Claims must be submitted.) In-state and out-of-state trips cannot be entered on the same Travel Expense Claim; they must be submitted separately.

All applicable items on the Travel Expense Claim must be completed. The Travel Expense Claim is basically a balance sheet. All items recorded on any given line will be totaled and placed in the last column, "Total Expenses For Day."

If a travel advance was made directly to a vendor who had supplied an invoice and is the only expense that will be incurred, no travel expense claim is necessary. In addition, a travel expense claim is not necessary if an employee is requesting a reimbursement for the following expenditures only: parking fees or gasoline purchased for a university car if total amount is less than \$10.00. Payments of these expenses will be through the Small Dollar Reimbursement process. Employee must present a completed Small Dollar Disbursements Voucher to be approved by the travel coordinator, and then forwarded to Accounts Payable for payment. A reimbursement check will be mailed to the employee.

5.06.3 Preparation of Travel Expense Claim (Standard Form 262)

Please complete the Travel Expense Claim as completely as possible. The following items are essential to the proper completion of a claim:

1. **Date/Time** — Enter date and time of day, using a 24-hour clock, of departure and return. List each day if subsistence expense is being claimed.
2. **Location** — Give the name of city, town or location where expenses were incurred.
3. **Lodging** — Enter the actual cost of the lodging. A receipt is required. The principal campus business officer will disallow excessive and/or unreasonable lodging expenses.
4. **Meals** — Enter the actual cost of each meal not to exceed the maximum amount authorized by travel regulations. “Dinner” column is to be used to claim dinner on regular travel or overtime meals.
5. **Overtime Meal and Business Related Meals** — Enter the actual cost of the meal not to exceed the maximum amounts authorized as indicated in sections 5.08.0 and 5.09.0.
6. **Incidentals** — Enter the total actual cost of incidentals not to exceed \$5 for each 24-hour period of travel. Incidentals are not allowed on partial days (which is the final day of any trip) or trips that are less than 24 hours in duration.
7. **Transportation** —
 - a) **Cost of Transportation** — Enter cost of each cash purchase of transportation.
 - b) **Type Used** — Show inclusively, type of transportation, using the following designations:
 - Scheduled Airlines - A
 - Railway - R
 - Private Car - PC
 - Private Airplane - PA
 - State Car - SC
 - Rental Car - RC
 - Bus, Airport, Light Rail, BART - B
 - Rental Aircraft - RA
 - Taxi - T
8. **Carfare, Tolls, Parking** — Show cost of carfare, bridge tolls, parking, etc. Attach a receipt for any parking charge over \$10.00 for any one continuous parking period.
9. **Private Car Use** — Enter number of miles driven and total amount for private car use. The amount column contains a formula that will calculate the amount based on the number of miles times the current daily mileage reimbursement rate. Amounts exceeding the Standard Mileage Rate are reportable to the IRS.
10. **Business Expense** — Items for all other business expenses, including lodging, registration fees, phone calls, emergency purchases of equipment, clothing, supplies and overtime meals. Reference and detail all items to be reimbursed. For

phone calls, identify the place and party called. Attach a receipt for all phone calls over \$5. Registration receipts should be conference issued on letterhead. Any registration fees that are claimed should be accompanied by the conference agenda and registration form.

11. Total Expenses for Day — this field contains a formula creating a total for each row.
12. Subtotals — Also a formula that will total each column.
13. Purpose of Trip, Remarks or Details — Name of meeting or explanation for absence from campus. If more room is required than the form allows, please attach justification on a separate sheet. Receipts must be provided for any miscellaneous item of expense exceeding \$25 except as previously noted. In the case of overtime meals and registration fees for on-campus workshops, the department account number should be indicated here.
14. Less Advances Paid — List all advances paid for this trip. Bring the total of each line to the Total Expenses for the Day column to be subtracted from the Expense Subtotal in the section above.
15. Claim Total — This is the amount to be reimbursed to the employee less any travel advances already received. If all the items on the claim are greater than the maximum available, record the maximum amount available in the claim total box with an asterisk (*) and reference in box 11, “maximum available.” Disregard all travel advances received for purposes of this total. The traveler should initial any changes to the “Claim Total” box. Correction fluid (White Out) may not be used to make changes on the Travel Expense Claim.
16. Employee Signature — The employee must sign and date the Travel Expense Claim before it is forwarded to the supervisor, administrator or dean of college for approval.
17. Signature of Officer Approving Payment — To be signed for approval of expenditures by the supervisor, administrator or dean of college. This should be the same person that approved the T2. It is the responsibility of this person to ascertain the necessity and reasonableness of the expenses for which reimbursement is claimed. The supervisor, administrator or dean's signature will serve as an authorization to pay the claim amount, whether or not it exceeds the T2 amount. Conference or convention expenses must be approved by the college dean or the area director if over \$500.00. The conference agenda and registration form should be submitted with the Travel Expense Claim.
18. Signature and Title of Authority for Special Expenses — This field to be signed by the manager of Accounting Services or Accounts Payable for approval of any special business expenses incurred during authorized travel.

5.06.4 Receipts or Vouchers

Receipts or vouchers shall be submitted for each item of expense except as follows:

1. Railroad and Bus Fares — Where the fares are available in published tariffs, and the travel is wholly within the state. However, original passenger receipts must be submitted in the case of cash or charge purchases of airplane travel,

Pullman accommodations and travel by any common carrier outside of the state except taxi or hotel bus fares.

2. Subsistence Allowances — Except when specified.
3. Fares and Tolls — Streetcar, bus, rapid transit and ferry fares; bridge and road tolls.
4. Telephone and Telegraph Charges — Long distance telephone or telegraph charges, if date, place, and party called are shown, unless the telephone call is in excess of \$5, in which case vouchers or other supporting evidence shall be required.
5. Taxi and Bus Fares — Taxi or hotel bus fares, when necessary for official business unless over \$25.
6. Parking — Parking fees of \$10 or less for any continuous period of parking.
7. Air Travel Receipts — Receipts for air travel must be original passenger receipts. Itineraries should be submitted but will not be accepted in lieu of original passenger receipts.

Registration receipts should be conference-issued, on letterhead. Generic receipts may need to be substantiated by the front and back of canceled check or credit card statement. All registration fees claimed should be accompanied by the conference agenda and/or registration form showing conference-provided meals.

Lodging receipts must show the breakdown of charges. When the lodging receipt indicates there were two people in the room, a notation should be made on the Travel Expense Claim indicating:

- a) the room was shared with another CSU employee and state their name (in this case the full rate will be allowed)
- b) the room rate has been reduced to the single rate (because the person who shared the room was not a CSU employee)
- c) the single rate and double rate are the same price regardless of how many people were in the room. Check with the hotel to see if they offer two different rates.

Expenses for commercial rental car should be substantiated by the rental agreement showing the breakdown of charges.

In the absence of official receipts (other than airfare/lodging/rental cars), the front and back of the canceled check or a copy of the credit card statement will be required.

In cases where receipts for cash transactions have been lost, a statement to that effect shall be made on the Travel Expense Claim and the reason given. In the absence of a satisfactory explanation, the amount involved shall not be allowed. Employees who habitually fail to furnish receipts for expenses greater than \$25 will have any reimbursement for these expenses reported as income.

All necessary receipts and tickets must be securely attached to the Travel Expense Claim or on a separate sheet of paper that is attached to the Claim.

Electronic Receipts

Electronic receipts must contain the same information found on a regular receipt: the company's name, address, phone number and/or Web address, date, description of item(s), amount charged, amount paid - or showing a zero balance. If the receipt you received does not contain the required information, you must furnish a credit card statement (or canceled check) showing that the same electronic transaction was paid.

For all electronic receipts, the traveler must include the following signed statement:

“I certify that this electronic receipt is the original receipt issued to me by the vendor. I further certify that I have not submitted, nor will submit in the future, a duplicate of this receipt for payment or reimbursement.”

5.06.5 Non-refundable Costs

An employee may be reimbursed for expenses associated with canceled trips for costs that have been paid in advance and are not refundable as long as the expenses are reasonable and can be justified. Examples of such expenses might include registration costs, airline tickets and deposits on hotels.

Every possible effort must be made to recoup these fees.

- **Registration Fees** — If the registration deadline has passed, the employee should provide an explanation of the reason they waited past the deadline to pursue the refund. If a portion of the refund is held as a processing fee, a copy of the refund policy should accompany the claim.
- **Airfare** — Non-refundable airline tickets may be used within one year from the date of issue with a \$50-\$100 change fee (may vary) and payment of the difference between the price of the old ticket and the price of the new one. Ticket has to be used by the same person as indicated on the original ticket. This can be submitted as an offset against expenses for the future trip.
- **Hotel** — Hotel deposits usually can be canceled up to 24-48 hours prior to the travel. A justification should accompany the claim if the room reservation was not canceled within that time.

Submit expenses to be reimbursed on a Travel Expense Claim with proof of payment and pertinent documentation attached. The reason for cancellation should be indicated in the Remarks Section.

Any additional reimbursement received by the employee from outside sources related to this claim should be immediately returned to the university.

5.07.0 — Travel Reimbursement

Reimbursable amounts for long-term subsistence will be authorized when a traveler incurs expenses in one location arising from the use of establishments catering to the long-term visitor. Employees on long-term field assignment can obtain the breakdown of reimbursements by contacting Accounts Payable.

Short-term reimbursement will be authorized when circumstances and duration of travel are such that the traveler incurs expenses arising from the use of good, moderately priced establishments catering to the general public. Short-term travel reimbursement is intended for trips of such duration that weekly or monthly rates are not obtainable. The guidelines for computing these expenses are as follows:

5.07.1 In-state Travel

In computing the allowance for travel, the following maximum reimbursement may be allowed:

Meals

Up to \$41 for meals may be reimbursed for each complete 24-hour period. Itemized claims for reimbursement up to this amount may be paid. A receipt must substantiate any single meal expense of \$25 or more.

For travel that is less than 24 hours in duration, a meal allowance may be claimed as follows:

- \$9 Breakfast - if travel begins before 7 a.m.

- \$20 Dinner - if travel extends past 6 p.m.

Expenses must be incurred more than 25 miles from the employee's normal work location. Employees who travel for less than 24 hours may not claim any lunch allowance except as allowed in section 5.09.0 (Business-Related Meals) or 5.09.1 (Meals of Appointees).

Effective January 1, 1999, meal reimbursements for travel of less than 24 hours that does not require an overnight stay or substantial sleep/rest are to be reported as taxable income. According to IRS regulations such meal costs are considered “personal” rather than “business” expenses and the reimbursements are subject to federal and state income and applicable Social Security/Medicare taxes.

Up to \$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 Total - per 24-hour period

If meals are included in registration fees, subsistence expenses should not be claimed for those meals (e.g., if one lunch is included, reduce the daily subsistence amount by \$12). A copy of the conference agenda and registration form should be submitted with the travel expense claim showing conference provided meals.

To receive a full subsistence allowance reimbursement, an employee must be on travel status for a full 24-hour period. Figure a 24-hour period from the time of departure on day #1 to the same time on day #2, and to the same time on each succeeding day. (Note: Time of departure on travel claims may be expressed as one hour earlier than airplane departure time.)

Lodging

If travel extends overnight, actual lodging costs (supported by a voucher) will also be reimbursed. Whenever feasible, employees should obtain lodging at establishments offering discounted rates for university employees when such rates are favorable for the area.

When traveling on university business, employees may be entitled to a government room rate, if available. Be sure to request this reduced rate when making reservations. Once the reservation has been made, present the Claim for Exemption from Transient Occupancy Tax form upon checking into the hotel. The hotel may elect to use their own form (either is acceptable). State employee identification will be required at check-in time.

When the lodging receipt indicates there were two people in the room, a notation should be made on the Travel Expense Claim indicating:

- a) the room was shared with another CSU employee and state their name (in this case the full rate will be allowed)
- b) the room rate has been reduced to the single rate (because the person who shared the room was not a CSU employee)
- c) the single rate and double rate are the same price regardless of how many people were in the room. Check with the hotel and see if they offer two different rates.

Incidentals

An additional \$5 for incidentals may be claimed for each 24-hour period. It is recommended, but not mandatory, that the incidental expenses be itemized in accordance with IRS rulings. The term “incidentals” includes, but is not limited to, laundry expenses and tips for services such as waiters and baggage handlers. Employees who travel for less than 24 hours may not claim incidentals.

To report subsistence on the travel claim, place lodging, meals and incidentals in the appropriate columns.

Refer to section 5.13.0 for policies pertaining to attendance at conventions, conferences or business meetings.

5.07.2 Out-of-state Travel

The maximum reimbursement for meals for each complete 24-hour period is limited to \$41 for out-of-state travel.

Reimbursement of meals for partial days are computed as explained in section 5.07.1 (In-state Travel). Actual amounts should be reported, with any single item of expense for \$25 or more substantiated by a receipt.

Up to \$5 may be claimed for incidentals for every 24-hour period spent on travel status.

Employees will be authorized actual lodging expenses if supported by a hotel receipt. When the lodging receipt indicates there were two people in the room, a notation should be made on the Travel Expense Claim indicating:

- a) The room was shared with another CSU employee and state their name (in this case the full rate will be allowed).
- b) The room rate has been reduced to the single rate (because the person who shared the room was not a CSU employee).
- c) The single rate and double rate are the same price regardless of how many people were in the room. Check with the hotel and see if they offer two different rates.

To report subsistence on the travel claim, place lodging in Column (4) and meals in Column (5) under their respective titles, and incidentals in Column (6).

5.07.4 Chancellor's Office Claims

For reimbursement of travel expenses to be paid by the Chancellor's Office, the following procedure applies:

A Project Authorization Form will be initiated by the Chancellor's Office department that authorizes campus participation. This form should be sent to the Financial Manager on campus who will forward to Budget and Planning. Budget and Planning will forward a copy to Accounts Payable and Accounting Services.

The department will submit the appropriate travel documents to Accounts Payable and indicate on the T-2: "to be reimbursed from the Chancellor's Office." Include an alternate account number for amounts in excess of the authorization.

A Travel Expense Claim must be submitted to Accounts Payable immediately following the trip.

5.08.0 — Overtime Meals

When any employee is required to work overtime, the employee may receive an overtime meal allowance for actual expenses supported by a voucher not to exceed the maximum allowed for lunch. To be eligible for this allowance, the employee must be required to report to work at least two hours prior to or be required to remain at least two hours past the regularly scheduled work day.

If the employee is required to work for more extended periods of time, the employee may be reimbursed for actual meal expenses not to exceed the maximum for each additional six-hour period. No more than three overtime meal allowances may be claimed during any 24-hour period. Mealtime shall not be included in the computation of overtime for the purposes of this allowance.

Claims should be submitted to Accounts Payable on a Travel Expense Claim supported by a meal receipt and a copy of the approved Authorization for Overtime Form for each employee and meal. The meal cost should be charged to the department account number indicated on the Travel Claim.

All overtime meal compensation is taxable and reportable income. All claims for these allowances will be reported to the State Controller's Office and taxes will be withheld from a subsequent regular payroll warrant.

5.09.0 — Business-related Meals

When it is necessary for employees to conduct official university business during a meal, they may be reimbursed for actual meal expenses substantiated by a voucher up to the maximums for breakfast, lunch and dinner.

In order to claim reimbursement for a business-related meal, the circumstances surrounding 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.

Claims for meal expense where business is incidental to the meal or when attendance is primarily for public or community relations are specifically prohibited.

The intent of this section is to allow reimbursement of employees for meal expenses in the limited number of instances where they are required to incur such expenses in connection with the conduct of official university business.

5.09.1 Meals of Appointees

Members of duly constituted advisory committees (non-CSU personnel who have been officially appointed by the CSU to serve) may be reimbursed for actual meal expenses up to the maximums prescribed in section 5.07.1 when attending committee meetings. The restriction in section 5.03.0, #1 does not apply. They may not claim this allowance if they are also claiming subsistence reimbursement.

5.10.0 — Travel Allowances While on Sick Leave, Vacation or Compensating Time Off

When an employee is granted sick leave while away from the campus for purposes of university business, reimbursement may be claimed for travel expenses in accordance with the allowances prescribed by these rules for a period not to exceed three days. This time limit may be exceeded in unusual cases only if approved by the president or designee.

When an employee is authorized vacation, CTO, or leave without pay while away from the campus on university business, reimbursement for subsistence during such time off may not be claimed. The campus may waive the provisions of this section employees claiming other than short-term allowances that are authorized CTO.

5.11.0 — Contracting for Subsistence Expense

The university may enter into agreements with restaurants, hotels, and lodging houses for the furnishing of subsistence to groups of employees when such an arrangement is advantageous to the campus. In such cases, the vendor may receive payment either from the group leader or by billing the campus on an itemized invoice.

Group leaders who pay subsistence expenses for other personnel may claim reimbursement by submitting a vendor's invoice and a list of names of the employees whose expenses were paid.

Members of a group who have some portion of their subsistence expenses paid by the group leader may claim reimbursement for the remainder of their actual and necessary subsistence expenses in accordance with section 5.07.1.

Total payment under any such agreement shall not exceed the aggregate of the subsistence allowances otherwise claimable by the participating employees.

5.12.0 — Travel Expense for Professional and Technical Applicants Who Are Called for Interview

A candidate who is being interviewed for a faculty, professional or technical position may be reimbursed for transportation and subsistence expenses under the following conditions:

- The applicant for a professional or technical position must have been called for interview regarding a position in a classification for which it has been certified that such expenditure is necessary in order to recruit qualified persons needed by the university.
- Subsistence expense reimbursement will be in accordance with the rates for in-state/out-of-state travel as stated in section 5.07.1.
- Reimbursement for actual transportation expenses will be allowed in an amount not to exceed ground transportation to and from the nearest airport and one round trip air coach fare, plus applicable tax between the place from which the applicant was called and the place where the interview is held. However, if an applicant is called from outside the boundaries of the United States, with the exception of Hawaii and Alaska, reimbursement shall apply only to that portion of the fare for travel within the United States unless reimbursement of international travel expenses are authorized by the university president. The Vice-Chancellor, Human Resources & Operations may authorize payment of other expenses as deemed appropriate.
- Applicant is applying for a position eligible to receive such an allowance. (Eligible positions are generally permanent full-time class and rank positions: the college librarian, deans, vice presidents and senior administrative or professional positions.)

The department will be responsible for preparing a Travel Expense Claim (Std. Form 262) and obtaining the applicant's signature and necessary travel vouchers at the time of the interview. The Travel Expense Claim, the Request for Authorization

for Reimbursement of On-Campus Interview Expenses form and the necessary travel vouchers will then be forwarded to Accounts Payable. After receipt of the necessary forms by Accounts Payable, the claim will be audited and a Revolving Fund check will be issued and sent to the claimant in approximately three to five working days.

5.12.1 Travel Expenses for Handicapped Applicants

If any applicant called for an interview has a physical handicap requiring a traveling companion, the companion may be reimbursed for travel and subsistence expenses under the rules applicable to the candidate.

5.12.2 Travel Expenses for the Spouses of Finalists for Faculty and Senior Administrative or Professional Position

The president or designee may authorize reimbursement of transportation and subsistence expenses incurred by spouses or domestic partners who accompany candidates to final interviews for full-time faculty, senior administrative or professional positions (MPP III or IV). A spouse or domestic partner may be reimbursed for one round-trip period of travel on the same basis as the candidate. The provision is intended to support a late-stage recruitment effort with a high probability of appointment.

5.13.0 — Attendance at Conventions, Conferences or Business Meetings

Travel expense and registration fees incurred by employees while attending a convention, conference, or business meeting will be reimbursed under the following conditions:

1. The officer or employee may claim the actual cost of the meals and lodging which constitute an official part of the convention, conference, or meeting in accordance with section 5.07.1 providing the following conditions are met:

- The convention, conference or meeting was planned and arranged by a non-CSU agency.
- The circumstances and cost of the meals or lodging were beyond the control of the officer or employee and the campus travel officer so certifies.
- A receipt, indicating the actual amount paid, and is attached to the Travel Expense Claim, supports the claim.
Reimbursement is not allowed for meals provided as part of the conference fee.

2. Registration fees will be allowed except for conventions or conferences called by a campus for the dissemination of information to its own employees. Registration receipts should be conference issued on letterhead. The conference agenda and registration form should be submitted with the travel expense claim. The president or designee must approve registration fees exceeding \$500 in advance.
3. When more than two individuals from the same campus are attending the same convention or conference, each claim must be approved by the president or designee. This requirement does not apply to business meetings, training or workshops.
4. Exceptions to these rules must be approved in advance by the president or designee.

5.13.1 On-campus Training Expenses

Expenses for workshops or training provided on campus are considered “On-Campus” training expenses. The invoice for payment should be submitted with a signed Purchase Requisition directly to the Travel Coordinator, at the address below. The invoice will be paid directly to the organization sponsoring the workshop.

Contact Information

Accounts Payable
Division of Business and Financial Affairs
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-1611

Attn: Contract Travel Coordinator
Phone: 619-594-3778
AP Office: 619-594-0894
FAX: 619-594-4917
Mail Code: 1611
Office location: Administration Building, Room 116 (AD 116)
Office hours: Monday-Friday, 8 a.m. - 4:30 p.m.
E-mail

5.14.0 — Transportation: Private, State, and Commercial Vehicle

5.14.1 Mileage Rates: Private Vehicles

Insurance and Safety Requirements —

- Before using a privately owned vehicle on official business, an employee must have an approved Authorization To Use Privately owned Vehicles on State Business (Form Std. 261) on file with the supervisor empowered to authorize the use of privately owned vehicles
- The form must be updated and initialed by the employee not less than annually

This form is a certification by the employee of the following:

Covered by liability insurance for the following amounts:

- \$15,000 per personal injury to, or death of, one person
- \$30,000 for personal injury to two or more persons in one accident
- \$5,000 for property damage

The vehicle to be used is:

- Adequate for the work to be performed
- Equipped with seat belts in operating condition
- In safe mechanical condition as required by law

Use Requirements —

- All of the following must be satisfied as a prerequisite to obtaining reimbursement for the use of a personal vehicle on university business:

1. Employment by the university
2. A valid California driver's license issued to each individual who will operate the vehicle
3. A defensive driving certificate
4. A certification indicating employee has not been issued more than three moving violations or have been responsible for more than three accidents, or any combination of more than three thereof, during the past twelve-month period

Authorization to Use — The traveler's immediate supervisor is responsible for determining when the use of a privately owned automobile is advantageous to the university. In authorizing employees to use their own automobiles, the supervisor's decision will be guided by the following:

- a) The necessity for the use of a vehicle for university business.
- b) The overall cost of using privately owned automobile versus the cost of using a university-owned vehicle or rental car for the same trip.
- c) Employee time and convenience.

In the past, the mileage reimbursement for a privately owned vehicle has been slightly less than the university vehicle chargeback. Depending upon the total trip miles and duration, a rental car may be the most economical alternative.

Private Vehicle Allowances (In-state and Out-of-state)

An employee claiming reimbursement for transportation expenses resulting from the use of his or her private automobile must indicate on the claim the license number of the automobile that was used on the trip. In addition, if other university officers or employees were transported on the same trip, their names must be listed on the Travel Expense Claim.

Reimbursement for transportation will not be allowed any passenger in any automobile operated by another officer or employee.

Expense arising from travel between home or garage and campus will not be allowed. When a trip is commenced or terminated at claimant's home, the distance traveled shall be computed from either the campus or from home, whichever is the lesser distance.

Exceptions to the above are:

- a) Where such expenses are incurred by callback for overtime work necessitating more than one trip to the work location on a normal workday or by reason of any call-back on an employee's normal day off.
- b) When the campus of a permanent, full-time employee is located 15 or more road miles one way from the nearest residential area with available housing the president or designee may authorize payment of expenses incurred by an employee in the use of a privately owned vehicle.
- c) When travel to or from a common carrier commences or terminates before or after the regularly scheduled workday or on a regularly scheduled day off, distance may be computed from the employee's residence.

Mileage Rates - Private Vehicle

Employees who operate a private vehicle in the conduct of university business will be allowed to claim 44.5 cents (\$.445) per mile without certification or up to 52 cents (\$.52) per mile with certification. The certification (as stated on the Travel Expense Claim) is as follows:

“I certify that the acquittal cost of operating my vehicle is equal to or greater than the rate claimed.”

The IRS requires the State Controller to report as income all reimbursement for the use of personal vehicles if the claim exceeds the IRS standard mileage rate of 44.5 cents (\$.445) per mile. Therefore, all mileage reimbursements processed by the Controller (regardless of when incurred that exceed 44.5 cents (\$.445) per mile will be reported as wages earned on the employee's annual Form W-2. Employees who are reimbursed in excess of the standard mileage rate may file IRS Form 2106 (Employee Business Expenses) with their tax return to deduct business-related vehicle expenses.

Where use of a privately owned automobile is authorized for travel to or from a common carrier terminal and the automobile is not parked at the terminal during the period of absence, a rate of 44.5 cents (\$.445) up to 52 cents (\$.52) per mile (round trip) may be claimed only while the employee is an occupant of the vehicle for the distance between the terminal and his/her residence or campus, whichever is less, except if the employee commences or terminates travel before or after his/her regularly scheduled work day or on a regularly scheduled day off, mileage may be computed from his/her residence.

- Actual cost of ferry, bridge or toll road charges are allowed.
- Actual cost of parking charges for necessary parking while on university business is allowed. A receipt for an individual parking fee over \$10 will be required.

- Expenses for gasoline or routine repairs are not allowed.
- When filing a Travel Expense Claim for mileage, the Monthly Report of Official Mileage by Private Car must also accompany this form.

Privately Owned Motorcycles

No reimbursement will be allowed for transportation expense when the employee uses a privately owned motorcycle or motor-driven cycle in the conduct of official university business.

Privately Owned Bicycle

Where a privately owned bicycle is used in the conduct of official university business, the employee will be allowed to claim 4 cents (\$.04) per mile.

Reimbursement for Damage

The rates of reimbursement for mileage set out in this section include the cost of maintaining liability insurance at the minimum amount prescribed by law and collision insurance sufficient to cover the reasonable value of the vehicle, less a standard deductible. When a privately owned vehicle operated by an employee is damaged by collision or receives other accidental damage, reasonable reimbursement for repair shall be allowed under the following conditions:

- a) The damage occurred while the vehicle was being used on official university business with the permission or authorization of the campus;
- b) The vehicle was damaged through no fault of the employee;
- c) The amount claimed is an actual loss to the employee, which is not recoverable either directly from or through the insurance coverage of any of the parties involved in the accident;
- d) The amount of the loss claimed does not result from a decision of an employee not to maintain collision coverage;
- e) The claim is processed in accordance with prescribed procedures.

Reimbursement may be claimed on a Travel Expense Claim and be paid out of departmental travel funds. An employee submitting a claim for reimbursement of repair expenses on a Travel Expense Claim will:

- File a Vehicle Accident Report with Public Safety, University Police at ext. 4-1991
- Attempt to recover all damages through insurance coverage; collision, comprehensive or property damage
- Attach a copy of the Vehicle Accident Report signed by his/her supervisor, and a receipted bill for repairs and/or replacement parts to the Travel Expense Claim

Enter the following certification in the remarks section of the Travel Expense Claim:

“I hereby certify that this expense was incurred by me as a result of damage to my privately owned vehicle. This expense is not reimbursable through the insurance coverage of any of the parties involved in the accident.”

The official approving the claim for the state agency will:

- a) Review the Vehicle Accident Report and Travel Expense Claim to ensure that the claim for reimbursement complies with the above Section 5.14.1 (8).
- b) Sign the Vehicle Accident Report, to certify that the vehicle was being operated on official business and that the accident occurred through no fault of the employee.
- c) Sign the Travel Expense Claim, to certify that the employee has presented sufficient evidence that the repair expense claimed has not been reimbursed by insurance.

Specialized Vehicles

Employees who must operate a motor vehicle on official university business and who, because of a physical disability, may operate only specially equipped or modified vehicles may claim up to 44 cents (\$.44) per mile with certification. Supervisors who approve claims pursuant to this subsection have the responsibility of determining the need for the use of such vehicles.

5.14.2 University Vehicles

1. Policy and Procedures

Use — University vehicles are available for use by employees receiving reimbursement for their services through the State Controller. Students are not permitted to use university vehicles unless currently being paid for services rendered to the campus.

Use Requirements — All of the following must be satisfied as a prerequisite for use of a university vehicle:

- Employment by the university or official “Volunteer Employee” status
- Valid California driver's license issued to each individual who will operate the vehicle
- Defensive Driving Certificate
- Good driving record

In the event that the individual does not possess a valid Defensive Driving Certificate, a waiver may be obtained by making a written request to Public Safety. Please note that each such waiver is valid only until the next class is held.

Accident or Breakdown — In the case of a vehicle accident or breakdown, refer to information envelope in the glove box of each vehicle.

Failure to comply with these procedures may result in denial of further use of university vehicles. Your full cooperation and observance of these regulations will assist all who use university vehicles.

2. General Services Charge Card

The blue General Services charge card may be used to obtain a vehicle at the state garage located at 345 West Ash Street (619-237-7415). These charge cards are available in the Accounts Payable Office located in AD-116, Ext. 43778. In addition, the General Services charge card may be used to obtain state pool vehicles for short-term usage at all the state car garages. All charges relating to General Services card usage will be billed directly to the university and charged to the using department's travel account.

3. Locations - Tripper Pool Locations

State pool vehicles for short-term usage may be obtained at garage locations listed below:

TRIPPER POOL LOCATIONS		
State Pool Vehicles for Short-term Usage		
Locations		
Garage	Address	Phone
Fresno	1025 P Street	559-445-5527
Los Angeles	1645 N Main Street	323-224-0905
Oakland	401 27th Street	510-286-0901
Sacramento	1416 10th Street	916-657-2311
San Diego	5878 Airport Mall	858-642-5741
San Francisco	550 Turk Street	415-557-3604
Van Nuys	6150 Van Nuys Boulevard	818-901-5433

* last updated, September 2006

Reservations may be made by telephone or in person for a pool car at any garage pool and must be made for special vehicles such as station wagons or pickups. A reserved car will not be held after the appointed time; if the employee has not appeared, the car may then be dispatched.

At most locations, arrangements can be made for return of vehicles at times when the facility is closed. These arrangements must be made during regular hours of operation of the facility.

Further information, including daily and monthly rates, may be found at the Office of Fleet Administration (OFA), Garage Operations web page.

4. Vehicle for Disabled Employees

The Department of General Services, OFA Garage Operations has specially equipped vehicles for handicapped employees: one at the Los Angeles airport and one at the Sacramento Garage trip pool. These vehicles are late model two-door sedans equipped with hand controls for complete operation. They may be rented for trip use to either location.

Employees planning to use these vehicles should make advance reservations to assure their availability. Reservations may be made by calling the Los Angeles State Garage, or the Sacramento State Garage. It is important that every employee using this service follows through on the pick-up and return dates for the vehicle. The appropriate pool should be notified at the earliest possible date of any cancellation change in plans in order to maximize the vehicle's availability.

5.14.3 Commercial Vehicle Rentals

Off-campus Rental Car Agencies

When making reservations with off-campus contract rental agencies the corporate account number must be given to receive the discount. See OFA Related Links, Car Rentals for the state-contract rental agencies.

In the event that employees rent from a non-contract company and an at-fault accident occurs, the employee and his/her department or agency may be legally responsible for all damages sustained by others as well as property damage to the rental vehicle.

Reimbursement will be for actual and necessary costs of such rental when substantiated by a voucher. Where it is necessary to pay extra charges or premium rental rates for air conditioning, convertible body style; expensive, or other luxury items a full explanation shall accompany the expense claim.

Employees who wish to extend the rental of a vehicle for personal business should make separate arrangements with the contract company at the time of reservation and pick up of the vehicle. This applies whether the personal business occurs either before or after the business portion of the trip. The rental agreement for university business should be closed out at the end of the university business and a new rental agreement drawn for the time the vehicle will be used for personal business.

Out-of-state Rentals

Budget Rent a Car will offer a maximum rate inclusive of insurance coverage for out-of-state rentals and will accept the American Express Corporate Card (for out-of-state only).

Insurance / Damage Waivers

Employees should not purchase insurance and will not be reimbursed for insurance charges.

Enterprise Rent-a-car Rates

University Business Rates (effective September 2003) are listed below:

ENTERPRISE RENT-A-CAR RATES				
University Business Rates				
Effective September 2003				
Car Size	1/2-Day Rate*	Daily Rate	Weekly Rate	Monthly Rate
Compact 2-door	\$14	\$23	\$150	\$520
Intermediate	\$15	\$26	\$170	\$520
Standard	\$20	\$33	\$190	\$600
Full Size	\$22	\$36	\$210	\$675
Luxury	\$27	\$45	\$230	\$750
8-passenger Vehicle	\$30	\$50	\$300	\$850
15-passenger Vehicle	\$42	\$70	\$450	\$950
Cargo Van	\$30	\$50	\$300	\$750
4x4 Vehicle	\$42	\$70	\$450	\$950

* Note: Half-day rate is for any rental starting and ending by 2 p.m. on the same day, or any rental beginning after 2 p.m. on one day and returning by 8 a.m. the following day.

All of the above rates include unlimited mileage within the states of California, Arizona, Nevada and Utah and within 75 miles south of the U.S. border within Mexico, as well as Collision Damage Waiver and Supplemental Liability Protection.

Rentals are based on a 24-hour clock. Any rental exceeding this time will be charged an additional hourly charge up to but not exceeding the daily rate of the vehicle. Hourly rates are as follows:

- Compact through Standard Classes: \$7/hour
- Luxury through 4x4 Classes: \$12/hour

Vehicles should be returned with the same fuel level as when assigned or the cost of gas will be added to the rental cost.

return Maximum Off-campus Rates

Contract rates, effective 1-1-05 are listed below:

MAXIMUM OFF-CAMPUS RATES			
Contract rates are effective January 2005			
Sales tax and refueling charges are not included in the rate.			
Company	Telephone	Corporate Account	Daily Rate
Advantage Rent a Car	800-777-5500	STCAL	\$50
Alamo Rent a Car, Inc.	800-732-3232	191259	\$63
Avis Rent a Car System, Inc.	800-331-1212	A160000	\$64
Budget Rent a Car System, Inc.	800-527-0700	T434700	\$59
Enterprise Rent a Car / Leasing	866-788-7053	GOVTCAL	\$55
Fox Rent a Car	800-255-4369	(not yet available)	\$45
National Rental Car System, Inc.	800-227-7368	5400321	\$65

* Note: Rates may vary yet cannot exceed the maximum contract rate.

Rates may vary yet cannot exceed the maximum contract rate. Sales tax and refueling charges are not included in the rate and, therefore, may be added.

The only recognized forms of payment are the American Express Government Card, Department of General Services Charge Card for intra-state travel and the Car Rental Business Travel Account (CRBTA). Cash, personal checks and personal credit cards are not authorized forms of payment for the State of California commercial car rental rates. State departments are strongly encouraged to rent alternative fuel vehicles when available. Basic services provided by the contract companies include:

- Unlimited mileage provided the car is returned to the renting location
- Discounted rate structure
- Loss Damage Waiver (LDW) protection at no extra charge
- Protection from third-party liability claims up to \$500,000 at no extra charge
- Acceptance of the Department of General Services Card and the American Express Corporate Card. (Diners Club Corporate Card may be acceptable but this should be confirmed.)

For out-of-state rentals, Alamo, Budget, and National will offer a maximum rate inclusive of insurance coverage.

The state of California and university employees will not be liable for personal injury, death and property damage claims arising from the use of the rental vehicle, except when the loss or damage is caused by one or more of the following:

- a) Operation of the vehicle by a driver who contributed to the accident (and has been adjudged by the courts to have been driving) while under the influence of alcohol (in excess of the legal limits) or any illegal non-prescriptive drug.
- b) Operation or use of the vehicle for any intentionally illegal purpose.

The OFA Travel Programs web page provides additional details regarding rental car policies for California State employees.

5.14.4 Travel by Aircraft

University officers and employees are encouraged to travel by aircraft whenever such travel expedites the conduct of official university business.

(Y-Cal) Contract Airfares for Official Business

A contract has been negotiated effective July 1 2001, to provide discount air fares for official business trips between San Diego

and the cities shown below:

TRAVEL BY AIRCRAFT		
Prices effective September 2005 to June 2006		
Discount Air Fares for Official Business		
City-Pair	Airline	One-Way Fare
San Diego - Los Angeles, CA	American	\$75
San Diego - Monterey, CA	American	\$130
San Diego - San Luis Obispo, CA	American	\$100
San Diego - Santa Barbara, CA	American	\$95

* Note: Contract Negotiated Effective July 2001

When making reservations, indicate you are a university employee traveling on university business. Complete price lists for out-of-state destinations and California City Pairs may be found at the, Office of Fleet Administration (OFA), Official Contracted Air Fares web page.

Important Note: All contract fares on United Airlines are base fares and do not reflect the ten percent Federal Excise Tax. The ten percent Federal Excise Tax will be added to the contract base fare.

All university employees must use the specified contract airline between the designated city-pairs unless one or more significant factors surrounding a particular trip make such use impractical. Examples of such situations include:

- A requirement to fly on short notice and space is not available on the contract airline
- The contractor's flight schedule would require overnight lodging
- An employee misses a flight and would have a substantial delay until the contractor's next flight
- In planning a trip, the contractor's flight schedule will not meet mission requirements, or will create a substantial loss of time

The traveler does not use the contract airline between city pairs, Justification For Use of Non-Contract Airlines Between City Pairs must be submitted with the Travel Expense Claim in order to be reimbursed.

When a reservation is being made, the contract airline should be requested to check the availability of lower priced seats and provide the lower fare if possible.

A contract airline's discount ticket may be used in a limited way for a flight with a non-contract airline. If a flight on a contract airline is canceled or missed and there will be a substantial delay before the next flight, an employee may, if acceptable to the non-contract airline, use the contract airline ticket plus cash to acquire a ticket and leave on an earlier flight.

1. Payment of Fare for (Y-Cal) Contract Flights between City-pairs

In order to comply with contract terms and receive the contract rates, authorized forms of payment are:

- a) An American Express business travel account
- b) An American Express Corporate charge card clearly marked SDSU or San Diego State University, or
- c) A university check made payable to the airline. Applications for American Express cards are available from the Enterprise Operations Office (619-594-6018)

2. Scheduling Air Travel for Non-contract Cities

For air travel not covered by the contract, claims for transportation by scheduled airlines shall be allowed at the lowest fares available in conformity with the regular published tariffs for scheduled airlines in effect on the date of origination of the flight. Claims for reimbursement of higher fare or extra charges for transportation by scheduled airlines may be allowed if accompanied by a full explanation stating the facts constituting the official necessity. Extra charges may include administrative fees for itinerary or schedule changes, particularly with regard to discounted/restricted airfare. Such fees may be claimed for reimbursement when incurred for business purposes.

3. Payment of Fare for Travel to Non-contract Cities

Payment for transportation by aircraft other than the contract may be made by cash, credit card or ticket order. In cases where

payment is made by cash, the travel expense claim must be accompanied by the traveler's original passenger receipt. If no passenger receipt was issued, as may be the case with chartered or private aircraft, a formal receipt must be submitted. Itineraries should be submitted but will not be accepted in lieu of original passenger receipts.

4. Payment of Fare More Than 60 Days in Advance

In order to comply with Board of Trustees' procedures regarding travel advances, fares purchased 60 days or more prior to trip date should be charged to traveler's credit card and an advance requested no more than 30 days prior to trip.

5.14.5 Railroad Transportation

No more than actual fare on any transportation service, in accordance with the latest tariffs at the time the trip was made, shall be allowed. Special rates and round-trip rates shall be used whenever possible.

Reimbursement for roomette Pullman accommodations will be allowed. Where it is necessary to use Pullman accommodations more expensive than a roomette, a full explanation stating the facts constituting the official necessity shall accompany the expense account together with a receipted voucher.

Unused portions of railroad and sleeping car tickets are subject to refund and all steps necessary to secure refunds on such tickets should be taken.

Meals incurred while on overnight train travel will be reimbursed up to the subsistence amount allowed.

Tickets for rail transportation or Pullman accommodations may be purchased by the individual, credit card, or ticket order. If purchased by credit card or by ticket order, this fact should be noted on the individual's expense claim.

5.14.6 Allowances for Extension Program

Payment for necessary actual subsistence expense of a teaching extension faculty member is allowed where the class location is more than 40 miles from both the employee's normal workplace and the employee's residence. An individual teaching an extension course may be provided, or reimbursed for, transportation required by such teaching. An extension teacher who is not a full-time employee will compute private car mileage from the actual point of departure to where the extension course is taught

and to the point of return, whether normal workplace or home.

5.14.7 Return of Deceased Employee

When an employee dies while traveling on official university business, reimbursement may be claimed for actual and reasonable expenses incurred in returning the remains to the official headquarters or place of burial within California. The person responsible for payment of the funeral expenses shall submit claims for the reimbursement of such expenses to the State Controller. Each claim shall bear a certification by the president that the employee was traveling on official university business at the time of death. Actual costs of the following will be considered necessary travel expenses for which reimbursement will be made.

In all cases, regardless of mode of transportation:

- a) Telephone or telegraph charges for shipment arrangements.
- b) Transportation of the remains to the funeral home preparing the remains for shipment, not in excess of \$1 per mile one way.

When a portion of the shipment is by common carrier:

- a) Transportation by common carrier to the receiving point nearest the official headquarters or place of burial within California.
- b) Transportation not in excess of .50 cents per mile one way from a funeral home to the headquarters location within California.
- c) Outside transportation case and casket or rental metal transfer case, not to exceed \$100 plus taxes.

When shipment is made by funeral coach alone, transportation costs not to exceed .50 cents per mile one way from the pickup point to the official headquarters or to the place of burial within California.

5.14.8 Mexican/Foreign Travel Automobile Insurance

When traveling to Mexico via private, university or commercial vehicle, special auto insurance is required. Contact the travel coordinator in Accounts Payable (619-594-3778) to order the policy. The policy should be ordered no less than one week prior to

the trip if the policy is to be mailed to the department and no less than three days prior to the trip if the traveler will be picking the policy up at the San Ysidro office of Oscar Padilla's Mexican Insurance.

An approved T2 must be submitted to Accounts Payable before the policy can be ordered. The T2 should reference an account number to be charged and should be signed by the designee who is authorized to approve out-of-state travel. The T2 should also indicate the date and estimated time of departure and arrival back. The university vehicle number should also be indicated.

Oscar Padilla will invoice the university directly for the policy. The standard one-day policy covers Property Damage (\$25,000), Bodily Injury (\$40,000/\$80,000) and Medical (\$2,000/ \$10,000). For employees who will be traveling to Mexico at least 15 times within a one-year period, an extended policy is available.

5.15.0 — Moving Allowance

Reimbursement may be allowed for necessary and reasonable moving and relocation expenses for an individual who has been offered a position with San Diego State University and has accepted such appointment. Not every appointee will be authorized moving and relocation expense reimbursements. The determination of who is to receive such reimbursements and the amount shall be the responsibility of the recruiting department. An employee's spouse or domestic partner may also be eligible for relocation expenses at the discretion of the recruiting department.

To qualify for reimbursement, the new primary job location must be at least 50 miles farther from the employee's former home than the old primary job location. The appointing authority may authorize exceptions to this requirement in cases where it creates unusual and unavoidable hardship for employees.

Temporary Appointments

A current CSU employee who accepts a long-term temporary assignment (normally means an assignment period of six months or more) offered by a CSU appointing authority other than his/her current appointing authority may receive a temporary relocation allowance. To receive consideration for this allowance, the employee's temporary job location must be at least 50 miles farther from the employee's permanent residence than the former job locations. (The appointing authority for the temporary assignment may authorize exceptions to this requirement in cases where it creates unusual and unavoidable hardship for temporary

employees.) The temporary employee must also maintain a permanent residence in the vicinity of the former job location for the duration of the temporary appointment.

Temporary relocation allowances will not be automatically authorized for every temporary appointee meeting the requirements identified above. The determination of who is to receive such an allowance, and the amount of any such allowance, shall be made by the temporary appointing authority subject to the requirements of these procedures.

“Appointing authority” shall mean the chancellor or campus president, or designees as appropriate.

As soon as the appointment for the particular position is made, the department should forward a memorandum Condition of Reimbursement of Moving Expenses through the appropriate account managers to the Accounts Payable, Travel Coordinator:

Contact Information

Accounts Payable
Division of Business and Financial Affairs
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-1611

Attn: Contract Travel Coordinator
Phone: 619-594-3778
AP Office: 619-594-0894
FAX: 619-594-4917
Mail Code: 1611
Office location: Administration Building, Room 116 (AD 116)
Office hours: Monday-Friday, 8 a.m. - 4:30 p.m.
E-mail

It is the department's responsibility to inform the appointee, prior to moving, of regulations concerning moving allowances. Notification may be made by sending the appointee a copy of sections 5.15.1 through 5.15.5 of this manual along with a copy of the Condition of Reimbursement For Moving Expenses form. No claim for reimbursement will be processed until the Conditions of Reimbursement for Moving Expense Form is signed by the appointee and returned to the Accounts Payable Department.

5.15.1 Policy on Moving and Relocation Expenses

Full or partial reimbursement, within budgetary constraints, may be allowed for the actual and necessary expenses incurred for relocation including packing, insurance, transportation, storage in transit (not to exceed 60 calendar days), and unpacking and installation of the employee's household goods at the new residence, when properly documented by invoices and receipts.

An employee and spouse or domestic partner may be reimbursed for relocation travel (defined as a one-way trip from the former resident to the general area of the new campus or other primary job location) in accordance with the CSU Internal Procedures Governing Travel Expenses and Allowances - Ref. section 5.07.1. (When authorized, travel expenses for spouses will be reimbursed on the same basis as travel expenses for employees.)

Household goods include furniture, clothing, musical instruments, household appliances, foods, and other items that are usual or necessary for the maintenance of a household.

Household effects shall not include automobiles; other motor vehicles; trailers with or without other property; boats; all animals, livestock or pets; belongings that are not the property of the immediate family or domestic partner of the employee; belongings related to commercial enterprises engaged in by the employee; firewood; fuel; or building material.

Our current moving contracts cover \$50,000 insurance coverage (valuation) at no cost. The employee is responsible for paying for any coverage beyond this amount. The university will not pay or reimburse for added insurance.

Should employees elect to move themselves, reimbursement for such moves may not exceed the costs that would have been incurred had a commercial firm been used. Rental of a truck from a commercial establishment shall be allowed as well as the cost of gasoline when not included in the truck rental rate. In the case of self moves, two quotes will be required from commercial firms and reimbursement (including gasoline) will be made at the rate that results in the lowest cost to the university.

When authorized, an employee and spouse or domestic partner may be reimbursed for actual lodging expenses, supported by a voucher, plus meal and incidental expenses in accordance with CSU Internal Regulations Governing Travel Expense and Allowances - Ref. section 5.07.0. This allowance shall not be paid for more than 60 days unless the campus president has granted an exception. This allowance shall terminate immediately upon establishment of a permanent residence.

House hunting trips prior to the move may be authorized depending on budgetary constraints. If the recruiting department

determines house hunting trips will be allowed, the employee will be reimbursed based on the CSU Internal Regulations Governing Travel Expenses and Allowances - Ref. section 5.07.1.

5.15.2 Current Moving Vendors

The department must contact the Accounts Payable Contract Travel Coordinator at ext. 4-3778 to find the appropriate moving company to contact. Household moves for SDSU employees will be awarded alternately between two contract vendors.

Once the travel coordinator has determined which vendor will be used, the department will be responsible for giving the employee the vendor's phone number and contact name. The employee should indicate to the vendor that SDSU has a contract with them in order to insure we get the contract rates. Employees who elect to move using a non-contracted vendor must submit quotes from the contract and non-contract vendors to the Associate Vice President for Business Enterprises (619-594-6018) for review and authorization.

Effective January 1, 1996, contracts are in place with the following household moving vendors:

- United Van Lines,
O'Neil Relocation, Agent
12101 Western Ave.
Garden Grove, CA 92841
800-776-6345
FAX: 714-902-6102
- Atlas Van Lines
1212 St. George Road
Evansville, IN 47711
800-252-8885

These vendors offer free insurance coverage (valuation) up to \$50,000, offer a base discount of at least 45% and eliminate peak season charges.

5.15.3 Procedure for Payment of Claim

The original invoice with Bill of Lading and Inventory Lists should be forwarded to Accounts Payable for payment directly to the vendor. Most vendors require payment within 30 days of invoice or penalties will be charged. The invoice should be forwarded immediately to Accounts Payable. If payment is to be made to the employee, the original receipts with all appropriate back up should be attached to a Travel Expense Claim and submitted to the travel coordinator in Accounts Payable after obtaining the appropriate signatures. Reimbursement for moving expenses will be made when all appropriate forms have been received in Accounts Payable.

5.15.4 Moving Expenses and Income Tax Reporting

The university will provide reimbursement for moving expenses as determined during the hiring process for each individual. However, it must be noted that some reimbursements for moving expenses will be reportable to the IRS and/or taxable to the individual. IRS regulations governing moving and relocation expenses are subject to change each year. The employee is advised to consult the most current federal publication on this matter and/or his/her tax accountant. In general terms, and at the date of this section, reportability and taxability depend on the nature of the expense and the payee for the expense, as follows:

- Qualified moving expenses are not taxable, but they may appear on your W-2. Qualified moving expenses are reasonable costs of moving household goods, personal effects and traveling (including lodging but not meals during the period of travel).
- Qualified moving expenses paid by the university directly to a third party - such as payment by the university directly to a moving company - will not be reported on your W-2. However, qualified moving expenses for which you pay and are subsequently reimbursed by the university will be reported as a non-taxable item on your W-2. In neither instance will your gross or net pay be affected.
- Nonqualified moving expenses are both reportable and taxable. Non-qualified moving expenses are costs such as meals connected with the move, pre-move house hunting trips, and travel expenses incurred with respect to a spouse or other dependent. These expenses do not meet the IRS definition of qualified expenses and are reportable and taxable as income. The university is obligated to report such reimbursements to the State Controller's Office for inclusion on your W-2 and federal and state taxes will be withheld and remitted to the proper tax authorities.

Reimbursements are limited to eligible expenses accompanied by proper supporting receipts. Whether reportable or not on a W-2, all moving expenses must be reported to the State Controller's Office by the university. Employees will receive a statement in January from Accounts Payable of moving expenses paid the previous calendar year.

5.15.5 Repayment of Moving and Relocation Expense Reimbursements

If an employee whose moving or relocation expenses have been reimbursed does not continue his/her employment with San Diego State University for a period of at least two years (unless discontinuance of the employment was the result of death, disability or other similar unexpected cause beyond the control of the employee as determined by the campus president), the employee shall repay the following percentages of the amount received for reimbursement for such moving and relocation expenses:

- 100% - if employed less than 6 months
- 75% - if employed at least 6 months but less than 12 months
- 50% - if employed at least 12 months but less than 18 months
- 25% - if employed at least 18 months but less than 2 years

The employee is required to sign the Conditions of Reimbursement for Moving Expense form acknowledging the above. This form should be presented for signature prior to payment of moving claim. This provision does not apply to temporary relocation allowances.

5.16.0 — Victims Compensation and Government Claims Board (formerly Board of Control)

In the event a Travel Expense Claim that has been paid out of the Revolving fund is submitted to the State Controller and is denied, the claimant will be required to reimburse the Revolving Fund and submit his or her own claim to the Victims Compensation and Government Claims Board.

The check to reimburse the revolving fund should be made payable to San Diego State University and sent to the travel coordinator in Accounts Payable. Contact the California Victim Compensation and Government Claims Board to obtain the form for filing the claim:

Victim Compensation Program (VCP)
P.O. Box 3036
Sacramento, CA 95812
Phone: 800-777-9229

Hearing Impaired: 800-735-2929

E-mail

5.17.0 — Corporate Card Program

5.17.1 American Express Corporate Card Program

American Express corporate cards are available for business related travel for university employees. The American Express card may be obtained by contacting Business Affairs (619-594-6018) for an application. The application will require the signature of a College dean or department head. The employee is liable to American Express for all charges made on the card. American Express sends the monthly bill to the employee and must be paid in full each month. There are no annual or late fees and no charge limit.

With the American Express card, you can obtain the Y-cal airline fares that provide a significant discount, along with the flexibility to change or cancel plans without penalty. The card also facilitates obtaining special government rates at lodging establishments as well as waiver of occupancy taxes when local ordinances permit such exemptions.

Personal use of the American Express Corporate Card to obtain rental cars or airline tickets at the state's contract rate is prohibited. Employees wishing to extend the rental of a commercial vehicle for personal business will make arrangements with the contract vendor to have the rental agreement for university business closed out at the end of their university business and have a new rental agreement drawn up for their personal business. The state's self-insurance will not be in effect when the employee is driving on personal business. The corporate card must be returned to the Center for Human Resources upon termination of university employment.

5.17.2 Diners Club International Corporate Card Program

Diners Club International Corporate Cards are also available to university employees. The advantage of the Diners Club card is that it provides full coverage for collision damage to rental cars. The disadvantage is that it cannot be used when reserving Y-Cal airfares.

For more information, contact Accounts Payable at ext. 4-0894.

5.18.0 — Travel Forms

Accounts Payable

SDSU, Business and Financial Affairs

- Authorization to Use Privately Owned Vehicles on State Business (Std. Form 261)
- Condition of Reimbursement for Moving Expenses
- Hotel/Motel Transient Occupancy Tax (TOT) Waiver (Std. Form 236)
- Monthly Report of Official Mileage by Private Car
- Request for Authorization for Reimbursement of On-Campus Interview Expenses
- Request for Reimbursement of Moving Expenses
- T2: Request for Absence from Campus
- Travel Expense Claim (Std. Form 262)
- Vehicle Accident Report (Std. Form 270)

For additional travel-related resources, visit the AP Forms web page.

Office of Fleet Administration (OFA)

State of California, Dept. of General Services

- California Victim Compensation and Government Claims Board
- OFA Forms
- OFA Garage Operations
- OFA Publications
- OFA State Fleet Handbook
- OFA Travel Programs
- Official Contracted Air Fairs

For additional travel-related resources, visit the State of California, Department of General Services, Office of Fleet

Administration web page.

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