

TRAVEL NEWSLETTER

SAN DIEGO STATE UNIVERSITY, FIRST QUARTER, 2007

Accounts Payable would like to introduce its newest member, Mariae McIntosh. For travel related questions, Mariae can be reached at:

Mariae McIntosh
AD-116, MC1611
X43778

Meal & Mileage Rate Change

Effective on all *travel dates* of January 1, 2007 or later, new the rates apply:

Breakfast \$10 *NEW*

Lunch \$15 *NEW*

Dinner \$25 *NEW*

Mileage .485 per mile *NEW*

All travel *prior* to January 1, 2007, the previous rates apply:

Breakfast \$9

Lunch \$12

Dinner \$20

Mileage .445 per mile

Rental Cars

SDSU has a contract with Enterprise Rental Car. One of the benefits, besides guaranteed pricing, is the 1 million dollar (per occurrence) insurance which automatically is included in the base rate. If the traveler selects another car rental company, make sure they are aware the University does not reimburse for upgrades or additional insurance purchased.

Airfare

When submitting a claim with reimbursement for airfare, make sure the documentation shows the date and times for departure and arrival. This is necessary to verify meal reimbursement requests. Also, save the traveler out of pocket expenses by using one of the two university Travel Agencies.

STA Travel (Aztec Center) 619-594-4589

Rancho San Diego Travel 619-670-7425

A completed T2 is all that's required.

Meal Reimbursement – Less than 24 hours

Effective January 1, 2007, 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.

Registration Fees

When requesting reimbursement for registration, please make sure proof of payment is attached. A copy of the cancelled check (front & back) or a copy of the bank/credit card statement is acceptable. Remember, another way to save the traveler on out of pocket expenses, is to have the University direct pay registration. A completed T2 and registration form submitted in advance is all that is required.

Please make sure to include times and totals on Travel Expense Claim forms!

Quick Links (CTL + click)

Travel Manual

<http://bfa.sdsu.edu/ap/travelmanual/travelmanual.htm>

Travel Forms

<http://bfa.sdsu.edu/ap/travelmanual/travmansec51800.htm>

Meal Reimbursement

<http://bfa.sdsu.edu/ap/travelmanual/travmansec50700.htm>

Moving Reimbursement

<http://bfa.sdsu.edu/ap/travelmanual/travmansec51500.htm>

YCAL Rates

http://www.ofa.dgs.ca.gov/Travel+Programs/AirFares_CityPairs.htm

http://www.ofa.dgs.ca.gov/Travel+Programs/AirFares_StateToState.htm

http://www.ofa.dgs.ca.gov/Travel+Programs/AirFares_International.htm