

## **3601.01 | Travel Policy**

**Effective Date:** 4/1/2016 | **Revised Date:** 1/14/2016

### **POLICY OBJECTIVE**

This policy articulates the California State University (CSU)'s requirements related to official University business travel to assure that funds allocated towards travel are appropriately used, properly authorized, supported by a documented business purpose, substantiated by applicable receipts, correctly processed for payment, and in compliance with all applicable regulations.

### **POLICY STATEMENT**

#### **I. General**

The California State University pays or reimburses for travel related expenses that are ordinary, reasonable, not extravagant, and necessary to conduct official University business. All expense reimbursements and business travel arrangements must comply with University policies and procedures, prudent accounting practices, and applicable collective bargaining agreements.

This policy applies to all CSU employees, students, and others traveling on official University business and where the University will be paying for the travel. The terms set forth in an extramural funding agreement govern only when such terms are more limiting than the University's travel regulations. The campuses, if desired, may adopt more restrictive documentation, review and approval policies than what is presented here.

Travelers may be held accountable for their conduct under any applicable University or campus policies, procedures, collective bargaining agreements, and/or applicable provisions of the California Education Code. Where the provisions of this policy are in conflict with the collective bargaining agreements pursuant to HEERA, the collective bargaining agreements shall take precedence.

The University assumes no financial responsibility for expenditures incurred by individuals who fail to adhere to policy.

Exceptions to this policy must be in writing, documented and approved by the Chancellor, campus president, or designee.

#### **II. Responsibilities**

It is the responsibility of each individual who spends funds related to official University business travel and for each administrator and approving authority who approves use of funds related to official business travel to be aware of and follow this policy and related procedures in effect at the time of travel.

The approving authority is the University employee who has been granted authority, by way of the University delegation of authority process, to approve the use of funds.

A University designated travel reimbursement office will review and audit documents for compliance with policy.

#### **III. Travel Related Expenses**

Travelers are expected to utilize CSU preferred vendors and CSU negotiated terms and conditions whenever possible. Use of additional waivers and discounts available to governmental employees is strongly encouraged. Travel expenses not directly related to official University business are not reimbursable.

Reimbursement limits and documentation requirements for various destinations and lengths of stay are provided in the CSU Travel Procedures. Exceptions for expenditures that are typically non-reimbursable, and arise because of special or unusual circumstances, must be authorized or approved and documented by the appropriate approving authority.

#### **IV. Miscellaneous**

It is expected that individuals traveling on University business will take all steps to minimize risk to themselves and the University. This includes utilizing safe transportation and lodging options and acquiring appropriate insurance coverage.

#### **V. Travel Procedures and Regulations**

[CSU Travel Procedures](#)

**Office of the Executive Vice Chancellor  
Business and Finance**

**Approved: January 14, 2016**