



SAN DIEGO STATE UNIVERSITY

SDSU Policies and Procedures

Subject: Travel Policy, Procedures, and Regulations

Department Name: Accounts Payable

Supersedes: SDSU Travel Policy, Procedures, and Regulations (dated January 1, 2015)
Effective Date: July 15, 2015
Approved by: Tom McCarron, Vice President for Business and Financial Affairs

Policy Objective

This policy articulates San Diego State University's requirements related to official business travel to assure funds allocated towards travel are properly authorized, appropriately used, supported by a business purpose, substantiated by applicable receipts, correctly processed for payment, and comply with all applicable regulations.

Policy Statement

San Diego State University (SDSU) follows the current California State University (CSU) Travel Policy as well as its Travel Procedures and Regulations. Both of these documents can be located on SDSU's Accounts Payable Dept. website and are updated periodically.

According to Section II of the CSU's Travel Procedures and Regulations, campuses of the CSU can elect to apply more restrictive guidelines and procedures than those as articulated in that document. SDSU has elected to apply the following exceptions to the CSU Travel Procedures and Regulations which are more restrictive:

1. Per Section III of the CSU's Travel Procedures and Regulations, travelers can be issued personal liability travel cards. SDSU does have a program, which it encourages for its travelers, whereby travelers are issued travel cards. However, the liability for such cards remains with SDSU. More information on SDSU's Corporate Travel Card (CTC) Program and the CTC Handbook can be located on the Accounts Payable Dept. website.

2. Section III of the CSU's Travel Procedures and Regulations states that a traveler can complete a travel expense claim prior to the completion of travel for expenses incurred before the completion of travel. SDSU does not accept travel expense claims until the travel has been completed. SDSU has several mechanisms for assisting travelers in paying for travel costs, such as the CTC, travel advances, and direct vendor payments. For more information on these options, please contact the Accounts Payable Dept.

According to Section II of the CSU's Travel Procedures and Regulations, designees of the campus president may authorize exceptions to its policies and procedures. SDSU has elected to apply the following exceptions to the CSU Travel Procedures and Regulations:

1. SDSU's travelers must submit their approved claims to the Accounts Payable Dept. within 60 days of the completion of travel.