San Diego State University
Travel Training

Presenters
Lance Greenzweig
Kathy Echols
Agenda

1. Introductions
2. CSU & SDSU Policy
3. SDSU Travel Updates
4. Authorization to Travel
5. Travel Expense Claim
6. International Travel
7. Travel Exceptions
8. The Future
9. Auxiliary Travel
10. Questions
Introductions

Key Campus Staff:

1. Matt Frankos, Accounts Payable Manager
2. Lance Greenzweig, AP Travel Specialist
3. Kathy Echols, AP Travel Specialist
4. Alma Escobedo, AP Corporate Travel Card
5. Nancy Demich, Foreign Travel Insurance
6. Stephanie Garcia, Defensive Driving
7. Frances Fairchild, Research Foundation AP Travel Coordinator
8. Cyndie Winrow, Business Information Systems (TAD/FAH)
9. Ed Legaspi, EchoSign
Travel Life Cycle

1. Traveler plans trip
2. Traveler Creates T2 Request for Absence from Campus
3. Travel Approved by Travel Authority Delegation (TAD) approver
4. AP Direct Pays Requested Expenses
5. Travel
6. Traveler Collects Receipts
7. Travel Expense Claim (TEC) Filed by Traveler
8. Expenditure Claim Reviewed
9. Hand Deliver Direct Deposit form to AP with Red ID Card and Voided Check
10. Traveler Receives Reimbursement EFT or Check
CSU & SDSU Policy

CSU Travel Policy:
• General Framework

CSU Travel Procedures and Regulations:
• Detailed Guidelines

SDSU Policy:
• Follows CSU Policy, Procedures and Regulations with 3 slight exceptions:
  1. Liability for Corporate Travel Cards (CTC) remains with SDSU not individual.
  2. SDSU does not accept travel claims until travel completed.
  3. Approved claims must be received in A/P within 60 calendar days of the last date of travel.
SDSU Travel Updates

Please be aware of some recent travel updates:

1. The Travel Authority Delegation (TAD) was recently updated & signed by President Hirshman. The following individuals are authorized to approve travel on the T2 form:

   • U.S. domestic travel & employee recruitment:
     • Vice Presidents, Associate Vice Presidents, Deans, Associate Deans, and other management personnel as designated on TAD.
     • TAD managed by Business Information Services (BIS) & is temporarily housed on A/P website under Travel Assistance.

   • International travel:
     • TAD Approval and...
     • Vice President for Business & Financial Affairs & CFO (Tom McCarron) or Designee (Agnes Wong Nickerson).
SDSU Travel Updates

2. Travel Claims are now due in A/P within 60 calendar days of last date of travel (previously 30 days).

3. The Exception form has been updated and now requires approval by your division’s VP or AVP.
   - Additional approval by Tom McCarron or Agnes Wong Nickerson is required when traveler is requesting to be reimbursed more than is due under the CSU’s travel policy.
     » Example: reimbursement above base air fare.
     - **Upgraded air fares must include a quote for both the upgraded fare and the base fare on the same date of travel.**

4. The T2 & TEC form have been updated and are posted on AP’s website.
   - The T2 Addendum form no longer exists and has been incorporated into the T2 form.

5. The Foreign Travel Insurance (FTIP) Program request form is updated and is posted on the Risk Management and AP website.
Authorization to Travel

**T2** – Travel Authorization Form

- SDSU uses the Form T2 to document the authorization for an employee to travel.
  - The T2 requires a TAD approval before travel begins.
  - TAD is the Travel Authority Delegation. This is the list of T2 approvers.
- In addition to TAD approver, International travel requires Tom McCarron or Agnes Wong Nickerson approval on T2 before the trip.
  - **May also require Chancellor’s Office Approval if traveling to War Risk Country.**
- Domestic lodging at rates above $195 per night, excluding tax requires justification on the T2.
- Travel Advances (up to 80% of estimated total travel expenses).
- Direct Payments (conference registrations, airfare, car rentals)
  - Enterprise link can be obtained by emailing your Red ID to the A/P Travel Specialists.
Authorization to Travel

T2 – Travel Authorization Form

• Enrollment in the Defensive Driving program is required if:
  1. You drive a university vehicle.
  2. You use your personal vehicle more than 12 times a year and/or request mileage reimbursement anytime when driving on university business.

• How do I enroll?
  1. Submit the following forms to Public Safety for approval:
     a) Waiver/DMV Check.
     b) Authorization For Release of Driver Record Information.
  2. Submit the following to department (if applicable):
     • Authorization to Use Privately Owned Vehicles on State Business.

• Upon approval, Public Safety emails link to take online course (30 days to complete).

• Ongoing compliance:
  1. Online course must be completed every 4 years.
  2. Submit Defensive Driver Yearly Release to Public Safety annually.
Travel Expense Claim

**TEC** – Travel Expense Claim

- SDSU uses the TEC Form to document all expenses related to travel.
  - The TEC requires a Fiscal Authorization Hierarchy (FAH) approver to sign the form.
    - Persons having the authority to approve travel cannot approve their own claim.
    - Travel claims cannot be approved by someone who reports directly or indirectly to the traveler. A one up approval is required.
  - Approved claims must be received in A/P within 60 calendar days of the last date of travel.
Travel Expense Claims

Common problems with travel expenses under CSU policy:

1. Meals
   a) Travelers must claim actual expenses for domestic meals rather than per diem.
   b) Required to have itemized receipts for meals totaling $25 and over (includes tip).
   c) May not claim meals when already provided at conference.
   d) Tipping should not be more than 20%.

2. Airfare
   a) Travelers are to use coach or economy class unless certain circumstances exist.
   b) Other upgraded services are an exception to the policy and require further documentation and appropriate approvals.

3. Mileage
   a) Use updated TEC form on A/P website – form is updated annually with new published IRS rates.
   b) Monthly mileage must be aggregated and submitted each month.
   c) Must have Defensive Driver Certificate on file.

4. Reportable Charges
   a) All charges, regardless of how they are paid, must be included on travel claim.
      • CTC - Please be sure to indicate the use of CTC in comments section on the TEC form and include cardholder name and last four digits of card number.
      • Advances – **be sure to include amounts due back to SDSU.**
      • Direct Pay - must also be reflected on the travel claim and a copy of the invoices for the expenses indicating “Paid,” or itemized receipts, airfare receipt, registration receipts, etc. be included with the travel claim.
   b) Max to pay - the total amount of the trip including advances and direct payments (if applicable).
International Travel

• Requires Tom McCarron or Agnes Wong Nickerson approval.
• Foreign Travel Insurance is required.
  • The foreign Travel Insurance Program (FTIP) request form & additional information about the program may be obtained from Risk Management.
• Certain Unique Rules:
  • Per Diem for lodging and meals are used.
    • If actuals are used due to special or unusual circumstances, the traveler must document such circumstances and must provide itemized receipts.
  • Personal mixed with business travel may be taxable if both:
    a) trip longer than 7 days
    b) at least 25% of trip is personal
  • Certain special expenses can be reimbursed (i.e. visa, passport, required immunizations, currency conversion, etc.)
  • Different rules depending on length of stay.
• Note: Alaska, Hawaii, & the U.S. possessions also utilize per diem rates for meals & incidentals.
## APPENDIX D

### LODGING AND MEALS & INCIDENTALS REIMBURSEMENT CAPS, AND RECEIPT REQUIREMENTS

The following chart summarizes the applicable reimbursement methods and the maximum rates authorized for lodging and meal and incidental expenses (M&E) incurred while on travel status:

<table>
<thead>
<tr>
<th>Description</th>
<th>Less Than 30 Days with Overnight Stay</th>
<th>30 Days or More</th>
<th>In Excess of One Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contiguous United States:</td>
<td>Actual meal expenses up to $55/calendar day + actual incidental expenses up to $57/calendar day</td>
<td>Maximum Meals and Lodging Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area.</td>
<td>Per Diem up to 150% of 30-day per diem. No receipts required.</td>
</tr>
<tr>
<td>Daily M&amp;E</td>
<td>Receipts required for expenses of $25 or more.</td>
<td>No receipts required.</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>Actual lodging up to $195/night, excluding taxes. Receipt required.</td>
<td>No receipts required.</td>
<td></td>
</tr>
<tr>
<td>Alaska, Hawaii and the U.S.</td>
<td>Published Federal Government Per Diem for specific location.</td>
<td>Maximum Meals and Lodging Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area.</td>
<td>Per Diem up to 150% of 30-day per diem. No receipts required.</td>
</tr>
<tr>
<td>Possessions</td>
<td>No receipts required.</td>
<td>No receipts required.</td>
<td></td>
</tr>
<tr>
<td>Daily M&amp;E</td>
<td>Actual lodging up to $195/night, excluding taxes. Receipts Required.</td>
<td>No receipts required.</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International</td>
<td>Published Federal Government Per Diem for specific location.</td>
<td>Maximum Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area.</td>
<td>Per Diem up to 150% of 30-day per diem. No receipts required.</td>
</tr>
<tr>
<td>Daily M&amp;E and Lodging</td>
<td>No receipts required.</td>
<td>No receipts required.</td>
<td></td>
</tr>
<tr>
<td>Non-Commercial Facility</td>
<td>Actual expenses up to 100% of Published Federal Government Per Diem for specific location. Receipts required for non-international travel.</td>
<td>Maximum Per Diem Determined by Authorized Approver cannot exceed Federal per diem.</td>
<td>Per Diem up to 150% of 30-day per diem. No receipts required.</td>
</tr>
<tr>
<td>Daily Lodging Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Federal Per-diem rates for all locations: [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287)

1. Travel within the 48 contiguous United States.
2. Lodging expenses supported by a receipt up to the maximum lodging rate are reimbursable.
3. Travel within Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and possessions of the United States.
4. Use per diem rate for appropriate geographic area.

*Effective with travel occurring on or after January 1, 2015.*
Travel Exceptions

Procedural vs Monetary Exceptions:

- Procedural
Travel Exceptions

Procedural vs Monetary Exceptions:

- Monetary
The Future

Working on expanding blanket T2’s:

• For routine travel with the same business purpose (scope will need to be defined for approver).

EchoSign:

• Migrating all appropriate travel forms
• Currently available:
  • T2 – Travel Authorization Form
  • Travel Policy Exception Request Form

iExpense:

• Oracle Module to automate processing of claims (pilot program estimated to begin in Q4 2015)
Auxiliary Travel

• The Research Foundation (RF) has a separate travel policy than SDSU.
  • RF employees traveling on RF funds must follow the RF travel policy not the CSU policy.

• SDSU employees traveling on RF funds must still complete & submit a T2 form to SDSU A/P.
  • SDSU employees will submit any required claim forms to the RF.

• RF employees traveling on state funds must follow the SDSU travel policy.
  • Approved T2 submitted to SDSU A/P.
  • Approved TEC submitted to SDSU A/P.
Questions?