



SDSU Policies and Procedures

Subject: Travel Policy, Procedures, and Regulations

Department Name: Accounts Payable

Policy Contact: Manager, Accounts Payable x45246

Supersedes: SDSU Travel Policy, Procedures, and Regulations (dated January 1, 2019)
Effective Date: June 13, 2019
Approved by: Crystal Little, Interim Associate 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.

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.

Since expenses related to these cards are being paid by the University, not the employee, expenses may be paid for another employee/student traveling with a group using a Corporate Travel Card (CTC) as long as the CTC transaction is approved by the employee whose name is on the card. More information on SDSU's Corporate Travel Card (CTC) Program and the CTC Handbook can be located on the Accounts Payable Dept. website.

2. Appendix D of the CSU Travel Procedures provides guidance on meal reimbursement while traveling on University business, noting that actual meal expenses up to \$55 per calendar day may be reimbursed for domestic travel. This is not a per diem amount. When attending a conference where meals are provided, the following maximum per meal rates will be reimbursed up to a combined total of no more than \$55 per day.

Breakfast: up to \$25

Lunch: up to \$35

Dinner: up to \$45

For example, if the conference provides breakfast and lunch but not dinner, then the traveler may be reimbursed up to \$45 for dinner. If the conference provides breakfast and dinner then the traveler can be reimbursed up to \$35 for lunch. When all meals are purchased out-of-pocket, the \$55 per day maximum can be distributed however the traveler chooses.

3. The CSU has eliminated the requirement for employees to obtain preapproval for domestic travel in ICSUAM section 3601.01. SDSU will still require employees to obtain pre-approval from an authorized individual under the Travel Authority Delegation (TAD) using the Travel Authorization Form (T2). Exceptions may be made in cases where travel is recurring over a specific period or the schedule is known in advance. In these cases, a blanket T2 form may be used. In addition, if an employee is traveling locally and there will be no reimbursement (including charges on the corporate travel card), a T2 will not be required.