
TRAVEL POLICY

CATEGORY:	Procurement and Accounts Payable	POLICY #:	TBD
IMPLEMENTATION DATE:	December 1, 2022	UPDATE DATE:	N/A

PURPOSE

This policy establishes travel guidelines and responsibilities for all CSU employees, students, and others traveling on official University business, where Cal State Fullerton Philanthropic Foundation (CSFPF) funds are used. This policy is in accordance with the Internal Revenue Service (IRS) regulations, Integrated CSU Administrative Manual (ICSUAM) Section 3601, and California State University, Fullerton (CSUF) Travel Policies and Procedures.

SCOPE

CSFPF follows all terms set forth by CSUF's Travel Policies, which apply to all CSUF employees, students, and official University guests. Travel-related expenses are expected to be ordinary, reasonable, and necessary to conduct official University business. This policy ensures travel activities are appropriate, properly authorized, supported by a documented business purpose, substantiated by applicable documents, and comply with all applicable regulations. CSFPF assumes no financial responsibility for expenditures incurred by individuals who fail to follow this policy.

POLICY

1. Accountability

- a. CSFPF follows all provisions set forth by CSUF's Travel Policies, including but not limited to:
 - Employee Domestic Travel, Blanket Travel
 - Authorization to Use Privately Owned Vehicles on State Business
 - Job Related and Non-Job-Related Student Travel
 - Travel Policy for Non-Employees
 - On-Campus Candidate Interview Expenses
 - Moving and Relocation Expenses
 - Foreign Travel
 - CSU Travel Ban
- b. It is the responsibility of the individual traveling on official university business, the administrator, and the authorized approving official to be aware of and follow CSFPF and CSUF Travel Policies in effect at the time of travel.
- c. Individuals traveling on university business are expected to take all steps to minimize risk to themselves and the University. This includes utilizing safe transportation, lodging options, and obtaining appropriate insurance coverage required by CSUF's Office of University Risk Management.
- d. Travelers are expected to utilize CSU/CSUF preferred vendors and CSU/CSUF negotiated terms and conditions whenever possible. The use of additional waivers and discounts available to governmental employees is strongly encouraged.
- e. Travel expenses not directly related to official University business are not reimbursable.
- f. Failure to abide by the travel policies could result in the traveler being personally liable.

2. Travel Request

- a. CSUF's travel policies and procedures must be followed when preparing and submitting a CSFPF Travel Request.
- b. Travelers currently employed by CSU Fullerton (faculty, staff, student employee/job related), student employee (non-job-related), or students traveling on University business must submit an approved Travel Request (Foundation-funded or zero-dollar request) and any necessary supporting documentation to Foundation Accounting Services, before the travel date and before making non-cancellable travel arrangements.²
- c. Foundation Accounting Services will issue a Travel Request Number (TR#) once the Travel Request has been reviewed and approved. Allowable expenses are not to be charged to a Foundation Card until Foundation Accounting Services has assigned a Travel Request Number.
- d. Travel Requests submitted after the travel date will not be accepted and CSFPF assumes no financial responsibility for unauthorized expenditures incurred by the traveler (see Exception section for additional details.)
- e. Travelers using multiple funding sources should always identify the Foundation as the second or supplemental funding source. Travelers must submit their Travel Request documentation to CSUF Travel Operations or its Auxiliaries (ASC or ASI) for processing, which will then bill the Foundation for the identified travel expenses.

3. Travel Expenses

- a. As stated in the CSUF's Travel Policies, expenses must be ordinary, reasonable, and necessary to accomplish the official business purpose of the trip. Please refer to CSUF's Travel Policies for additional Travel Expense details and restrictions.
- b. University business travelers are expected to be diligent about the cost-effectiveness of travel-related expenditures. When available, travelers must purchase travel services from campus, CSU, or the State of California's contracted suppliers.
- c. Under no circumstances shall expenses for personal travel be charged to or be temporarily funded by the Foundation.
- d. Meals

- Actual meal expenses incurred may be claimed if the travel is greater than 25 miles from the traveler's headquarters or residence, and the total amount for meals claimed per day must not exceed the \$55 per day limit. Meals will not be reimbursed if travel is less than 24 hours without an overnight stay.
- Should registration for a conference, convention, symposium, training, workshop, business meeting, etc., include meals, claims for meal expenses may not be submitted unless a justifiable health or business reason can be provided along with an itemized receipt.
- The \$55 per day limit will be adjusted by the estimated meal value when a meal is provided by a conference, convention, symposium, training, workshop, business meeting, etc.
- Meals must be purchased within a respected meal period. Only meals are reimbursable. Snack items, desserts, or beverages not part of a meal or purchased outside the meal period will not be reimbursed.
- Meal tips are reimbursed as part of the meal expense. The Foundation will reimburse reasonable and customary gratuities no more than 20% of the total bill.
- Travelers **MAY NOT** charge their meals to a Foundation Card. Meals purchased with a Foundation Card by mistake must be reimbursed to CSFPF immediately upon the traveler's return.
- Meals and alcohol expenses incurred while on travel with an official university guest(s) are reimbursable per CSUF's Travel Policies and the Hospitality Guidelines (D11.) Alcohol purchased under any other circumstances will not be reimbursable.²

e. Miscellaneous Business Expenses

- Personal telephone calls or fax/computer use charges are not reimbursable and may not be charged to a Foundation Card.
- Inflight Wi-Fi access is typically reserved for the President and their cabinet. Internet fees aboard an aircraft will not be reimbursed unless the necessity is justifiable.

4. Travel Expense Claim

- a. Please refer to CSUF's travel policies for additional information, documentation required, and the CSFPF instructional procedures to complete the Travel Claim process.
- b. A Travel Expense Claim with or without personal reimbursement must be submitted to CSFPF Accounting Services within 60 days of the traveler's return date.
- c. In the event an employee receives reimbursement for travel-related expenses and subsequently gets a full or partial refund related to those expenses in error, the refunded amount must be returned to the Foundation within 30 days of receipt².
- d. CSFPF will automatically hold all personal reimbursement(s) until all outstanding financial obligations (i.e., Past due Foundation Card Reconciliations, past due Travel Claims, etc.) are completed to CSFPF standards⁴.
- e. Documentation Requirements
 - Travel Expense Claim Form – is to be completed in its entirety with expenses itemized in chronological order by date and time.
 - Travel Authorization – request or email copy should be attached to the Travel Expense Claim packet.
 - Receipts – are needed for every expense. Receipts must show vendor, location, date, itemization, and proof of payment.
 - Documentation – might include but is not limited to agendas or programs, mileage/mapping details, cost demonstrations/justifications, sabbatical documentation, currency conversions, Hospitality (D11) form, reimbursement documentation, etc.

5. Blanket Travel Request

- a. CSUF's Blanket Travel Policy and Procedure requirements and restrictions must be followed when preparing and submitting a Foundation Blanket Travel Request.
- b. Blanket Travel Request is for travel within California, travel dates within a fiscal year, and **only used for mileage and reasonable parking costs.**
- c. Travelers currently employed by CSU Fullerton (faculty, staff, student employee/job related), student employee (non-job-related), or students traveling on University business must submit an approved Blanket Travel Request (Foundation-funded or zero-dollar request) and any necessary supporting documentation to Foundation Accounting Services, prior to the initial travel date.
- d. Foundation Accounting Services will issue a Travel Request Number (TR#) once the Foundation has reviewed and approved the Blanket Travel Request. Allowable expenses are not to be charged to a Foundation Card until Foundation Accounting Services has assigned a Travel Request Number.
- e. Allowable expenses must be dated after the TR# issuance date. Blanket travel expenses dated before Foundation Accounting Services approved a TR# will not be accepted, as such expenses will be considered unauthorized purchases (see Exception section for additional details.)

6. Blanket Travel Expense

- a. As stated in the CSUF's Blanket Travel Policies, expenses covered are mileage and reasonable parking costs. Please refer to CSUF's Blanket Travel Policies for additional details and restrictions.
- b. Direct trips between the employee's residence and their designated work location (where most of their work time is spent) are considered commuting miles and are not reimbursable³.
- c. University business travel to a workshop, conference, training, assignment location, etc. (excluding commuting miles) that occurs on a regularly scheduled work day, mileage will be calculated based on the following:
 - When departing from the traveler's usual work location, mileage may be claimed from work location to destination

- When departing from the traveler's residence, mileage may be claimed from the lesser of the two locations (from traveler's work location to destination **or** from traveler's residence to destination)
 - Mileage may be claimed from destination to next destination
 - When returning to the traveler's usual work location, mileage may be claimed from destination to work location
 - When returning to the traveler's residence, mileage may be claimed from the lesser of the two locations (from destination to traveler's work location or from destination to traveler's residence)
- d. University business travel to a workshop, conference, training, assignment location, etc. (excluding commuting miles) occurs on a regularly scheduled day off, mileage will be calculated based on the following:
- From the traveler's residence to destination
 - From destination to the traveler's residence
- e. Expenses for reasonable parking may be charged to the Foundation Card or paid by a personal credit card or cash. An itemized receipt for the Foundation Card Reconciliation or a personal reimbursement will be required.

7. Blanket Travel Expense Claim

- a. Please refer to CSUF's Blanket Travel Policies for additional information and documentation required, as well as the CSFPF instructional procedures to complete the Travel Expense Claim process.
- b. A monthly Travel Expense Claim must be submitted for only travel dates for that month to CSFPF Accounting Services within 60 days from the last day of the month. Travel Expense Claims submitted after 60 days will not be reimbursed (see Exception section for additional details.)
- c. To avoid duplicate payments, travel dates must be entered on the appropriate monthly Travel Expense Claim and not combined with another month's Travel Expense Claim.
- d. In the event an employee receives reimbursement for blanket travel-related expenses and subsequently gets a full or partial refund related to

those expenses, the refunded amount must be returned to the Foundation within 30 days of receipt².

- e. CSFPF will automatically hold all personal reimbursement until all outstanding financial obligations (i.e., Past due Foundation Card Reconciliations, past due Travel Claims, etc.) are completed to CSFPF standards⁴.
- f. Documentation Requirements
 - Travel Expense Claim Form – is to be completed in its entirety with expenses itemized in chronological order by date and time.
 - Travel Authorization – request or email copy should be attached to the Travel Expense Claim packet.
 - Monthly Mileage Details Form – provide required details, include detailed business purpose, and attach documentation to support mileage claims.
 - Receipts – are needed for every expense. Receipts must show vendor, location, date, itemization, and proof of payment.

8. Student Travel Requirements

- a. For a complete outline of job related or non-employed/non-job-related student travel requirements, please reference CSUF's Student Travel Policies and Procedures and CSFPF relevant policies and procedures.
- b. For a CSUF Student or Student Employee (non-job-related) traveling on university business, the following forms must be attached to all Travel Requests:
 - Release of Liability, Promise Not to Sue, Assumption of Risk, and Agreement to Pay Claims Form
 - Student Conduct Agreement Travel Related Event or Activity Form

9. Non-Employee Travel Requirements

- a. For a complete outline of non-employee travel requirements and reimbursable expenses, please reference CSUF's Travel Policy for Non-Employees and CSFPF's relevant policies and procedures.

- b. Non-Employee Travel for accreditation, consultants, honorariums, independent contractors, and university guests.
- c. Independent Contractors and Consultants – Reasonable travel expenses incurred by University-retained independent contractors or consultants are reimbursable in accordance with these procedures. Such reimbursements are not taxable, provided the amounts claimed are adequately substantiated. Unsubstantiated amounts must be reported as income to the contractor on the appropriate IRS instrument (e.g., Form 1099, Form 1042-S, etc.)⁶. The purchase order number (PO#) associated with the Contractor/Consultant must be referenced on the invoice for payment.
- d. University Guests (includes: Campus Candidates, Non-Contracted Accreditation, and Honorariums) – Reasonable travel expenses incurred by official University guests, such as in the case of honorariums paid to non-employees and non-consultants (i.e., campus candidates, accreditation, guest lecturer/guest speaker).
 - Campus Candidates' travel expenses will require authorization of the On-Campus Interview Expense Form.
 - Honorariums for \$5,000 or more require a purchase order⁶.

10. Driving Requirements

- a. CSUF's Blanket Travel Policy and Procedure requirements and restrictions must be followed when driving on University Business.
- b. Authorization to obtain driving records from the Department of Motor Vehicles (INF 254 – Request for Driver's License Information) must be completed and the original submitted to the University Police Department (UPD)³.
- c. Authorization to Use Privately Owned Vehicles on University Business (STD 261) is only required if driving a private vehicle on University business. The original STD 261 form is retained with the department supervisor and must be renewed every fiscal year (July 1st to June 30th)³.
- d. The University's online Defensive Driver Training must be completed once every four years³.

11. CSU Travel Ban

- a. CSU is restricted under California law from using "state funds" for traveling to any state that has enacted a law that discriminates based on sexual orientation, gender identity, or gender expression. A current list of banned states is identified in the CSU/CSUF Travel Policies.
- b. The CSU/CSUF acknowledges campus auxiliary organizations as a funding source that may be used for such travel. Therefore, Foundation funds may be used to travel to banned states if it is for official University business and consistent with the CSFPF and CSUF policies.

12. Approving Authority

- a. The authority designated to approve travel claims ensures all expenses are reasonable in terms of price, purpose, and necessity.
- b. The approving authority is responsible for:
 - Ensuring expenses are charged to funds authorized for the purpose and are supported by sufficient funds
 - Ensuring expenses requested are ordinary, reasonable, necessary, and supported by a business purpose or justification, as appropriate
 - Validating, to the extent possible, that the traveler incurred the expenses listed and that appropriate supporting documentation is attached
 - Reviewing and approving the business purpose and ensuring the request complies with any applicable sponsored project/grant requirements
 - Approving/denying payment of the Concur Expense Report or Travel Expense Claim on time
 - Denying expenses not directly related to official University business
- c. Complete the Travel Expense Claim (If more than one page, each page of the Travel Expense Claim must be signed by the claimant and the approver).

13. Exceptions

- a. For additional details regarding exception, please reference CSUF's Travel Policies and CSFPF's relevant policies and procedures.
- b. Exceptions for expenditures that are typically non-reimbursable, and arise because of particular or unusual circumstances, must be authorized or approved and documented by the appropriate approving authority.
- c. Exceptions to this policy must be in writing, documented, and approved by the Dean or Vice President, and must be attached to Travel Request and Travel Expense Claims.

Policy References:

[1Integrated CSU Administrative Manual for CSU Travel and Business Expense Reimbursements Policy](#)

²Travel Policy -

https://adminfin.fullerton.edu/finance/ap_travel/documents/policies/travel/TravelPolicyAndProcedures.pdf

³Blanket Travel Policy -

https://adminfin.fullerton.edu/finance/ap_travel/documents/policies/travel/BlanketTravelPolicyandProcedures.pdf

⁴Student Travel Policy and Procedures (Job Related) -

https://adminfin.fullerton.edu/finance/ap_travel/documents/travel_documents/StudentTravelPolicyAndProcedures_JobRelated.pdf

⁵Student Travel Policy and Procedures (Non-job Related) –

https://adminfin.fullerton.edu/finance/ap_travel/documents/travel_documents/StudentTravelPolicyAndProcedures_NonJobRelated.pdf

⁶Travel Policy For Non-Employees -

https://adminfin.fullerton.edu/finance/ap_travel/documents/policies/travel/TravelPolicyforNonEmployees.pdf

⁷Foundation Card Program Policy -

<http://foundation.fullerton.edu/resources/pdfs/CSFPF%20Foundation%20Card%20Program%20Policy.pdf>