

## **Travel Policy**

*California State University, Dominguez Hills Foundation*

### **PURPOSE**

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In order to ensure good business practices, CSU auxiliary organizations are required to implement policy that is closely aligned with CSU policies and campus procedures, when applicable. This policy is applicable to all travel claims processed utilizing Foundation or non-state funding.

### **POLICY AND PROCEDURES**

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#### 1. Definitions

For the purpose of this policy, the following definitions will apply:

##### A. Headquarters:

Headquarters shall be defined as the place where the employee spends the largest portion of regular work days or working time, or the place to which the employee returns on completion of special assignments. For most employees, the headquarters will be the California State University, Dominguez Hills campus.

##### B. Subsistence Expenses:

Subsistence expenses consist of expenses for meals and lodging incurred when traveling.

##### C. Business Expenses:

Business expenses consist of business phone calls and other communications, emergency clothing, and necessary equipment or supply purchases. Any emergency purchase shall be explained, and if over twenty five dollars (\$25.00) must be approved by the Chief Financial Officer of the Foundation.

#### 2. Travel Claim Form (Expense)

A. No travel expense reimbursement shall be paid unless the employee has submitted an approved Travel Claim. Claims shall be submitted for reimbursement within 30 calendar days from the date of travel and shall include the following (claims submitted beyond 30 days may not be reimbursed without justification from the employee's supervisor):

- Expenses are properly itemized, accompanied by the necessary original invoices/receipts, and approved by the employee's supervisor or authorized account signer.
- The signature of the account signer responsible for ensuring funding availability, appropriateness of travel, demonstrable benefit to the

Foundation and/or University, and for ensuring completeness of supporting expense documentation including a copy of the published agenda for attendance at any conferences/meetings.

- If an employee is permitted to use a personal vehicle in the course and scope of Foundation business, the Foundation shall verify that the employee has and maintains personal automobile liability insurance and that the employee's personal vehicle is in safe mechanical condition as defined by State of California 2001 Vehicle Code, General Provisions, Division 12.
  - To be eligible to receive reimbursement of mileage expenses or use of a rental car, the employee (driver) must have a valid California Driver's License and shall have completed the University's Defensive Driving Certification program. In addition, the Foundation has secured insurance coverage for Auto Physical Damage Liability provided through the Auxiliary Organization Risk Management Authority (AORMA).
- B. Each employee, when making a claim for travel expenses, must show the dates of each trip for which allowances are claimed and the times of departure and return. Time of departure and return, as used herein, means the time the employee starts from or returns to the office or, when leaving on a trip or returning from a trip without going to the office, home.
- C. Each employee must state the purpose or objective of each trip (including address of destination and name of event) for which reimbursement is claimed, and for each meal for which reimbursement is claimed. This must include a justification as to the demonstrable benefit the trip has to the Foundation and/or the University.
- D. Each employee must show headquarters address and primary dwelling address on the Travel Claim form.
- E. If travel expenses are to be reimbursed by a sponsored program (grant/contract), any restrictions contained in that agreement or the Grantor's policies supersedes this policy. In absence of policies from the Grantor, this policy will apply to all sponsored program travel.
- F. Receipts in a foreign currency must be accompanied with a Foreign Travel Exchange Rate conversion table for the date on which the goods or services were received. This can be obtained from <http://www.oanda.com/>.
- G. If a Travel Advance has been received, said amount must be noted on the Travel Claim form and must be deducted from the total amount of reimbursement.

- H. In situations where one employee is paying for the travel expenses (i.e. hotel costs, conference fees, etc.) for other employees, the documentation must provide proof of payment for each individual employee. Subsistence (per diem) will be paid to each employee individually and not to their supervisor or other Foundation employees.
- I. In cases where receipts cannot be obtained or have been lost, a statement to that effect shall be made in the expense account and the reason given. In the absence of satisfactory explanation of the amount involved, the expense shall not be allowed.
- J. Conference registration fees may be paid in advance directly by the Foundation or may be paid by the employee and then submitted on the Travel Claim form for reimbursement. If fees are paid directly by the Foundation (either via credit card or purchase order), the employee should note accordingly on the Travel Claim form and attach supporting documentation.
- K. It is the practice of the Foundation to reimburse employees for expenses incurred with their business travel and not to issue checks directly to the credit card issuer. Exceptions require the approval of the Executive Director or his/her designee.
- L. Each employee must completely fill out the applicable Foundation Travel Claim form.

### 3. Meal Expenses

#### A. Business-Related Meals:

When it is necessary for employees to conduct official University or Foundation business during a meal, they may be reimbursed if substantiated by an itemized receipt and an approved Check Request Form. Business related meals cannot be claimed on a Travel Expense Form or paid to the employee as per diem.

#### B. Meals at Conferences, Workshops, or Meetings:

Where a registration or other fee for a convention, conference or workshop includes meals, the employee's travel claim should not include reimbursement for meal expenses provided by the event or included with registration fees. In the event the employee must forgo the provided meal for health reasons, a receipt must be submitted for the meal that is purchased in lieu of the provided meal. A justification for the expense must accompany the claim. Total daily meal reimbursement cannot exceed approved CSU caps.

#### C. Meals While Traveling:

Meals and incidentals expenses incurred during travel to conduct official University or Foundation business are reimbursable based on actual amounts incurred, subject to the daily maximum meals and incidentals reimbursement cap set forth in Appendix D to the CSU Travel Procedures and Regulations. The reimbursement cap should not be treated as a per diem allowance. Only actual expenses incurred and substantiated are reimbursable.

If the traveler is unable to provide a required receipt, he/she must include a statement with the Travel Claim explaining why a receipt is not available.

If the travel begins at 7 a.m. or earlier, a breakfast may be claimed; if the travel begins at 11 a.m. or earlier, a lunch may be claimed; if the travel begins at 4 p.m. or before, a dinner may be claimed. On return, if the travel extends past 9 a.m., a breakfast may be claimed; if the travel extends past 2 p.m., a lunch may be claimed; if the travel extends past 6 p.m., a dinner may be claimed.

#### 4. Travel Advance

- A. Travel advances are allowable and may be approved under extraordinary circumstances. If allowable, the travel advance must be reasonably calculated to not exceed the total estimated expense of trip. If a trip is cancelled or postponed indefinitely, the full amount of the advance must be remitted back to the Foundation within 14 business days.
- B. Travel advances must be approved in advance by the employee's supervisor and managing Director.
- C. If approved, a Travel Advance form must be submitted no earlier than sixty (60) days prior to actual travel dates.
- D. A Travel Claim with supporting receipts must be submitted no later than 30 calendar days after the date of travel.

#### 5. Transportation Expenses

- A. Transportation expenses consist of the charges for private car mileage allowances; overnight and day parking of vehicles; bridge and road tolls, necessary taxi, bus, streetcar, and rapid transit fares; and other charges essential to the transport to and from the official headquarters.
- B. Employees are encouraged to obtain government rates for savings on airlines, hotels, rental cars, etc.
- C. In any case in which reimbursement for expenses of transportation by private automobile or privately owned airplane is claimed, the license number of the automobile or the civilian airplane license number as well as the name of each employee being transported shall be stated.
- D. Expenses arising from travel between home and headquarters are not allowed. Where a trip is commenced or terminated at the claimant's home, the distance traveled shall be computed from the employee's headquarters.
- E. No reimbursement will be allowed for transportation expense when the employee uses a privately owned motorcycle or motor-driven cycle.

- F. Reimbursement for costs associated with a vehicle rental including gasoline charges is allowable when substantiated by a voucher/receipt. Reimbursement does not include expenses for a damage waiver which is not required when renting from an authorized rental agency.
- G. Where a privately owned bicycle is used for Foundation business, the employee will be allowed to claim four (4) cents per mile.
- H. If an employee plans to rent/drive a vehicle in a foreign country, the employee must complete a travel notification form and approval by his/her supervisor or account signer.
- I. No reimbursement will be made for traffic/parking tickets or fines.
- J. No reimbursement will be allowed for expenses for spouses or other non-essential individuals traveling with the traveler unless deemed necessary and approved, in advance, by the appropriate University Vice President or the University President.

#### 6. Transportation by Aircraft

- A. Employees are responsible to coordinate their own air travel arrangements at the most cost effective price. Allowable extra charges may include a checked baggage fee or administrative fees for itinerary or schedule changes. Such fees may be claimed for reimbursement when incurred for business purposes. Travel/accident insurance is not a reimbursable expense; however, there are exceptions for foreign travel. Employees should contact the University Risk Manager for questions about foreign travel insurance requirements.
- B. Privately Owned Aircrafts. A claim of any employee for transportation by privately owned aircraft shall be allowed if the employee has obtained prior approval from the University's Risk Manager and the Foundation Chief Financial Officer.
- C. Payment for air travel (coach class only) should be made on the employee's personal credit card or corporate Government credit card. If the employee has been issued a corporate credit card by the Foundation for business related expenditures, the employee should seek prior approval from their immediate supervisor prior to charging travel expenses to that corporate credit card. A copy of the travel receipt plus a copy of the credit card statement should be attached to the Travel Claim form and noted accordingly to ensure that the employee is not reimbursed for that cost if the credit card statement is paid directly by the Foundation.
- D. Employees may accrue their own frequent flier mileage for trips taken on official Foundation and/or University business. The Foundation does not reimburse employees for tickets purchased with frequent flyer miles.

- E. Employees may use their airline miles to upgrade as long as the airfare purchased is the lowest available economy class airfare. Employees purchasing a more expensive airfare to obtain the upgrade must pay the difference between the lowest fare available and the fare purchased. The source of an upgrade must be noted on the Travel Expense Form.
- F. Employees will not be reimbursed for dues for membership in airline clubs, except in situations where an extraordinary amount of business travel is required as part of an employee's job responsibilities. Such expense authorizations require the approval of the Executive Director or his/her designee.

#### 7. Transportation by Private Automobile

- A. Where claimant is authorized to operate a privately owned automobile, the following rates will be allowed:
  - 1. Standard Rate:

The CSU standard business mileage reimbursement rate will be utilized.
  - 2. Rate of Travelers with Physical Disabilities:

Employees who must operate a motor vehicle because of a physical disability or must operate only specially equipped or modified vehicles may claim up to the specified CSU rate(s) with certification as follows:

“I certify that the actual cost of operating my vehicle is equal to or greater than the rate claimed.”

Supervisors who approve claims pursuant to this subsection have the responsibility of determining the need for the use of such vehicles, in accordance with the Americans with Disabilities Act and other applicable laws and regulations.
- B. Ferry, bridge, or toll road charges shall be allowed; however, fines for not paying such charges in an appropriate fashion shall not be.
- C. Expenses for gasoline or routine automobile repairs/maintenance are not allowable for reimbursement. Expenses for gasoline used for a privately owned automobile should not be charged to a Foundation corporate credit card and should be reimbursed as a direct expense.
- D. The rates of reimbursement for mileage set out in this section include the cost of maintaining liability insurance at the minimum amount prescribed by law and collision insurance sufficient to cover the reasonable value of the vehicle, less a standard deductible. When a privately owned vehicle operated by an employee is

damaged by collision or receives other accidental damage, reasonable reimbursement for repair shall be allowed under the following conditions:

1. The damage occurred while the vehicle was being used on Foundation business with permission or authorization of the Foundation;
2. The vehicle was damaged through no fault of the employee;
3. The amount claimed is an actual loss to the employee, which is not recoverable either directly or through the insurance coverage of any of the parties involved in the accident;
4. The amount of the loss claimed does not result from a decision of an employee not to maintain collision coverage;
5. The claim is processed in accordance with prescribed procedures.

#### 8. Travel Expenses for Job Candidates

Reimbursement may be allowed for travel expenses of job candidates who are called for employment interviews. Travel expenses for spouses of candidates may also be reimbursed, if approved in advance. Reimbursement will be for actual expenses incurred and must be approved by the Executive Director and the Chief Financial Officer.

#### 9. Moving and Relocation Expenses

Reimbursement may be allowed for actual moving and relocation expenses and must be approved by the Executive Director and the Chief Financial Officer.