

### Eligibility Criteria for Reimbursement of Travel Expenses

This procedure is for all employees traveling on official business and where the California State University, Fresno Foundation, will be paying or reimbursing for the travel. The CSU campuses, if desired, may adopt more restrictive documentation, review, and approval policies than what is presented here. In addition, when terms are more limiting than the University's travel regulations, the grant or contract will overrule the University's policy. Furthermore, employees should make certain that business related expenses are advantageous and necessary for the program being served and expenses are ordinary, reasonable, and not extravagant.

All employees may be eligible for reimbursement of receipted lodging, travel, and/or meals for authorized business travel. The circumstances of travel will determine eligibility, and the rate allowed. If you are scheduled to attend training and need to travel, you will need to first confer with your supervisor for approval.

### Meals and Incidental Expenses (M&IE) While Traveling

Meals and incidental expenses incurred during travel to conduct official University or Auxiliary business are reimbursable as a per diem allowance as set forth in Appendix A: M&IE Reimbursement Limits. Staff who travel more than 24 hours are eligible for 75% of the total per diem rate on the first and last day of travel. Expenses above the per diem rate will not be paid and are the responsibility of the traveler.

Per Diem Rates Maximum travel per diem allowances for various types of travel by location can be found in the following links based on the location of travel:

- For Continental US travel, rates set annually by [General Services Administration](#)
- For Alaska, Hawaii, or the US Possessions travel, rates annually set by [Department of Defense \(Per Diem, Travel and Transportation Allowance Committee \(PDTATAC\)\)](#)
- For International travel, rates set monthly by [Department of State](#).

#### **Meal reimbursement is now on a location-based per-diem basis.**

- Travel, which is less than 24 hours, is non-reimbursable for meals.
- Travel in excess of 24 hours is reimbursable for meals. However, the first and last days of travel are reimbursable only at a rate of 75% of the scheduled per diem.
- Use the following link to determine your location-based rate when traveling. <https://www.gsa.gov/travel/plan-book/per-diem-rates>. This will provide you with standard hotel rates for the area as well as meal and incidental rate breakdowns.
- On this website, select California (if applicable) and then the city destination. It will give you the rate for both lodging and meals while further calculating 75% for the scheduled per Diem for each travel day.
- If meals are provided by the Event, then deduct the appropriate meal(s) from the breakdown.

### 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 the approved CSU Caps.

If a free meal is served on the plane or train, included in a conference registration fee, built into the standard, single hotel room rate, or replaced by a legitimate business meal, the per diem allowance for that meal(s) may not be claimed.

### Hotels

If an overnight stay is approved, employees shall use one of the hotels with a CCTA direct billing account. A call should be made at least two weeks in advance and the employee should inform the hotel that a reservation is needed using the direct bill account under the name of California State University, Fresno, Central California Training Academy.

If an employee is traveling to a county that does not have a hotel with a direct bill, a government state rate accommodation should be requested and paid for by the employee. The employee will be reimbursed for lodging with proof of receipts. When checking into a hotel with a state rate, the employee will need to show their Foundation ID Card so the government rate can be authorized.

If an employee is traveling to an area that does not have a government state rate, then the employee will be responsible for getting three (3) different prices for the most cost-effective accommodation.

### Rental Cars

When renting a vehicle, employees are expected to use the rental agency which the University has a negotiated contract that includes insurance coverage. Renting a vehicle from a non-contracted vendor is prohibited unless otherwise approved.

A rented vehicle shall be used when it is more advantageous to the University and CCTA than other means of transportation, such as using a taxi. Advanced reservations should be made whenever possible and an economy or intermediate class vehicle requested. These classes should be used unless a no-cost upgrade is provided or if the recommended sizes are not adequate to meet the business purpose of the trip.

The employee is responsible for obtaining the best available rate commensurate with the requirements of the trip. The discount negotiated with the car rental agencies should be requested when available.

Additional charges, including but not limited to, items such as ski racks, car seats, and satellite radio will not be reimbursed unless the employee provides a business-related requirement for the equipment.

In order to manage the contractual budget in the most economical way, employees are strongly encouraged to return their rental cars with a full tank of gas purchased prior to dropping off the vehicle. Gas should not be purchased from the rental agency due to the increased cost and additional fees charged.

It is the responsibility of the employee to obtain receipts for gas expenses (must include date and time) during their trip and submit with their travel claim.

Employees are required to use a rental car when they are traveling more than 45 miles from their designated headquarters.

### Air Travel

Employees are responsible for coordinating their own air travel arrangements at the most cost-effective price. Allowable extra charges may include baggage fees (necessary for business purposes) or administrative fees for itinerary or scheduled 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 applicable Foundation office for questions regarding foreign travel insurance requirements.

Payment for air travel (economy class only) should be made on the employee's personal credit card or US bank card. A copy of the travel receipt plus a copy of the credit card statement should be attached to the travel claim for reimbursement.

### Authorization and Responsibility

Travel for employees must be authorized. Employees should verify that planned travel is eligible for reimbursement before making travel arrangements. Within 30 days of completion of a trip, the employee must submit a travel reimbursement form and supporting documentation to obtain reimbursement of expenses.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

Employee expenses may be disallowed by CSU, Fresno Foundation if items are not approved according to the foundation travel policy, or in compliance with grant/contract guidelines.

### Travel Advance

Travel advances are allowable and may be approved to cover any estimated out-of-pocket expenses. If allowable, the travel advance must be reasonably calculated to not exceed the total estimated expense of the trip. If a trip is cancelled or postponed indefinitely, the full amount of the

advance must be remitted back to the auxiliary organization within 14 business days.

Travel advances are allowable when credit card expenses must be paid before a trip is completed, if a traveler needs funds at the time of the actual travel, and/or when the travel requires special handling.

Travel advances must be approved in advance by the employees' supervisor and managing Director. If approved, a Travel Advance form must be submitted **no earlier** than sixty (60) days prior to actual travel dates. Travel Claims with supporting receipts must be submitted no later than 30 calendar days after the date of travel.

**Any Direct Bill Accounts shall only be used by CSU Fresno Foundation employees.**

### Resources

- CSU Travel and Business Expense Reimbursement Policy-Policy StatID:7260973
- California State University, Fresno Foundation-Travel Policy, Policy No. 1001
- Central California Training Academy-Training Assistant Manuel

Please Note: The **information contained in this document is subject to change** with or without notice. Exceptions to this policy must be in writing, documented, and approved by the Chancellor, campus president, or designee.