

TRAVEL HANDBOOK FOR: APPLICANTS, STUDENTS, AND NON-EMPLOYEES

Effective July 2008

QUALIFICATIONS:

- **APPLICANT**

Travel for interviews by candidates for officer, administrator, faculty, and staff positions at CSUCI.

With prior approval from a Vice President, travelers called for an interview at CSUCI may be reimbursed for actual meal (up to the limits listed below), lodging and transportation costs incurred. Without prior approval by the CSUCI President, only costs incurred in the United States are subject to reimbursement.

At the discretion of the President or the President's designee, CSUCI may also reimburse actual meal (up to the limits listed below), lodging and transportation costs incurred by spouses or domestic partners who accompany travelers to final interviews. Reimbursement is subject to the same rules applicable to the traveler.

If a traveler called for an interview requests an accommodation for a documented disability, the traveler may be reimbursed for the reasonable accommodation cost. The traveler has the responsibility to notify CSUCI in advance of accommodation requests and costs. Additionally, if any traveler called for an interview has a disability requiring a traveling companion, the companion may be reimbursed for actual meal (up to the limits listed below), lodging and transportation costs under the same rules applicable to the traveler.

- **STUDENT**

Travel by CSUCI students/Extended Education students, full-time and part-time.

Student travel is usually a personal expense and not subject to reimbursement. On an exception basis, some travel expenses for educational purposes such as class field trips or conferences may be paid or reimbursed using Lottery Funds or the Instructionally Related Activities (IRA) Fee Fund. The use of IRA fund is subject to prior approval by the IRA committee. The IRA committee may not approve reimbursement for all types of travel expenses listed below, or may approve a more limited reimbursement level. In that case, the more restrictive terms will apply. If the student is traveling with SA901 funds, refer to the handbook for employees and volunteers.

If a student is an employee of CSUCI and is traveling as a function of that position, or if the student is traveling as a CSUCI volunteer, refer to the handbook for employees/volunteers.

Travel by students at the request of ASI or the Channel Islands Foundation must adhere to the policies of those auxiliaries. Any reimbursement would be processed by the auxiliary and not CSUCI.

- **NON-EMPLOYEE**

Travel by vendors, independent contractors, entertainers, guest speakers and professionals who may by contractual agreement charge CSUCI for their travel expenses are considered as non employees. Non-employees in this category can submit copies of receipts as original receipts are required for their business reporting.

In cases where specific contracts and grants do not approve reimbursement for all types of travel expenses listed below, or use a more limited reimbursement level, the more restrictive terms will apply.

METHOD OF REIMBURSEMENT

The Travel Expense Claim form (TEC) is the only acceptable form used for requesting reimbursement. All expense claims shall be properly itemized, accompanied by the necessary receipts and submitted to the department sponsoring the travel. The claim will be approved by the appropriate level of management and, in the case of SA901 funds, it will also be approved by the Grants and Contracts Analyst. Student waivers must be on file at the department level prior to travel for reimbursement.

If a receipt is lost and a duplicate receipt cannot be obtained, only then can the traveler use the Lost/Missing Receipt form. Duplicates should always be available from hotels, airlines, and car rental agencies.

TRAVEL AND MEALS

Qualifications for Reimbursement

Travelers can only be reimbursed for meals and lodging when traveling a distance greater than 25 miles from their assigned headquarters.

Meal Per Diem

Per Diem payments for meals are not allowed. Actual meal expenses will be reimbursed up to the limits set below.

Same-day Travel

Travel of less than 24 hours that begins and ends on the same day is considered same-day travel. It is also considered same-day travel if travel ends after midnight and no lodging expense is incurred. For travel of less than 24 hours that includes lodging expense, please see over-night travel.

- Meal allowances are at the discretion of the department. Receipts are preferred but not required however the expense must be incurred to be reimbursed.

Breakfast – if travel begins before 7am, the actual expense (including tax and tip) may be reimbursed up to \$10.00.

Lunch – reimbursement for lunch is not allowed.

Dinner – if travel ends after 6pm, actual expense (including tax and tip) may be reimbursed up to \$25.00.

Over-Night Travel

Over-night travel is uninterrupted travel of more than 24 hours. Travel of less than 24 hours is also considered over-night travel if the travel begins on one day, ends on the second day and includes lodging expenses.

For short-term travel (less than 30 days) actual meal costs will be reimbursed up to the following limits. Receipts are preferred but not required however the expense must be incurred to be reimbursed. Allowances will be discontinued after the 30th consecutive day in one location unless a continuation has been approved in advance by the President or the President's designee.

- Breakfast--\$10.00 (including tax and tip)
- Lunch--\$15.00 (including tax and tip)
- Dinner--\$25.00 (including tax and tip)

For the departure day and the return day of an over-night travel period, actual meal costs may be reimbursed, in accordance with the following travel schedule. Receipts are preferred but not required. For long-term travel see requirements listed above.

Departure Day:

- If travel begins before 7AM, actual breakfast expense (including tax and tip) may be reimbursed up to \$10.00.
- If travel begins before 12PM, actual lunch expense (including tax and tip) may be reimbursed up to \$15.00.
- If travel begins before 6PM, actual dinner expense (including tax and tip) may be reimbursed up to \$25.00.

Return Day:

- If travel ends after 9AM, actual breakfast expense (including tax and tip) may be reimbursed up to \$10.00.
- If travel ends after 2PM, actual lunch expense (including tax and tip) may be reimbursed up to \$15.00.
- If travel ends after 6PM, actual dinner expense (including tax and tip) may be reimbursed up to \$25.00.

Reimbursement may not be claimed for any meal provided by others.

The cost of alcoholic beverages will not be reimbursed under any circumstances.

Meals provided to others:

- APPLICANT: Meals for spouse or domestic partner is reimbursable.
- STUDENT & NON-EMP: Meals will only be covered for traveler.

International Travel –APPLICANT and STUDENT ONLY

All travel outside of the United States must be approved in advance by the CSUCI President. When SA901 funds are being used, the analyst of Grants and Contracts must also approve the request.

With prior approval from the CSUCI President, actual meal expenses may be reimbursed up to the meal limits set by the US State Department Meals and Incidental Expenses Rate (M&IE Rate). The meal rate is specific to countries and cities and is quoted in US dollars. If no approval is obtained, actual meal expenses will be reimbursed in accordance with the rules for Over-Night Travel.

Travelers must submit proof of currency exchange rates for the time of travel as part of the expense report (TEC). The report will most likely have multiple exchange rates from multiple sources (such as credit card statements and receipts from financial institutions) and must be clearly marked. Without proof of actual exchange rates for transactions, monthly exchange rate information should be used.

LODGING

Qualifications for Reimbursement

Travelers can only be reimbursed for meals and lodging when traveling a distance greater than 25 miles from their assigned headquarters.

The best effort should be made to obtain lodging at economical rates. Excessive or unreasonable lodging expenses will be disallowed by the VP of Finance and Administration.

In-State/Out-of-State Lodging

Traveler will be reimbursed for actual lodging expenses incurred (room and room taxes only) documented by a receipt. No reimbursement will be authorized without a receipt from the establishment. Credit card statements cannot be used in place of a receipt.

Other expenses that may appear on the lodging receipt (such as parking fees, meals, telephone charges, internet service, laundry service, honor bar purchases, movies and others) are not lodging expenses. These expenses may be reimbursable as other types of travel expenses but must be deducted from the receipt to determine the actual lodging expenses.

- Parking fees are reimbursable as a transportation expense (Applicant & Non-employee only).
- Telephone and internet charges are a personal expense and are not reimbursable as business expenses.
- Meals, room service and honor bar purchases may be reimbursable if they are in compliance with meal policy and reimbursement limits.
- Charges for in-room movies are a personal expense and are not reimbursable.
- Alcoholic beverages are not reimbursable.

International Lodging – APPLICANT and STUDENT ONLY

Traveler will be reimbursed for actual lodging expenses incurred (room and room taxes only) documented by a receipt. No reimbursement will be authorized without a receipt from the establishment. Credit card statements cannot be used in place of a receipt but are necessary to document the exchange rate.

Other expenses that may appear on the lodging receipt (such as parking fees, meals, telephone charges, internet service, laundry service, honor bar purchases, movies and others) are not lodging expenses. These expenses may be reimbursable as other types of travel expenses but must be deducted from the receipt to determine the actual lodging expenses

- Parking fees are reimbursable as a transportation expense (applicant only).

- Telephone and internet charges are a personal expense and are not reimbursable as business expenses.
- Meals, room service and honor bar purchases may be reimbursable if they are in compliance with meal policy and reimbursement limits.
- Charges for in-room movies are a personal expense and are not reimbursable.
- Alcoholic beverages are not reimbursable.

TRANSPORTATION EXPENSES

Please note: Students will not be reimbursed for transportation expenses incurred when the student uses a rental car, privately-owned automobile, motorcycle or motor-driven cycle.

Transportation expenses consist of the charges for commercial carrier fares, rental car expense, private car mileage allowances, gasoline expense for rental cars, parking fees, bridge and road tolls, necessary taxi, bus, streetcar, shuttle services, rapid transit fares, and all other charges essential to the transport to and from CSUCI.

Traveler should use the most cost effective method of transportation for the most commonly traveled route. Reimbursement will be made only for the method of transportation which is in the best interest of CSUCI. The needs of CSUCI may require that the traveler use a specific mode of transportation or may disallow a method of transportation preferred by the traveler.

The traveler may use a more expensive form of transportation and be reimbursed at the amount required for a less expensive mode of travel. Prices of both modes of transportation must be attached to the travel claim. If air travel is one of the alternatives, the traveler must document the cost of the standard method of transportation by including a quote for coach-class airfare from the campus travel agent.

First class airline travel: a traveler may purchase first class airline travel, however, first class airfare cannot be purchased through the campus travel agent. The traveler must buy the ticket and seek reimbursement after the travel is completed. The reimbursement expense cannot exceed the cost of coach-class airfare.

Surface transportation used in lieu of air travel: a traveler may use rail, bus or automobile transportation for personal reasons even though air travel is the appropriate mode of transportation. The cost of meals and lodging, parking, mileage, tolls, taxis, and ferries incurred while in transit by surface transportation may be reimbursed. However, the reimbursement cannot exceed the cost of round trip coach-class airfare, plus transportation costs to and from the terminals.

No reimbursement will be allowed for transportation expenses incurred when the traveler uses a privately owned motorcycle or motor-driven cycle in the conduct of official state business.

Privately Owned Automobile (Applicant & Non-Employee only)

When a traveler is driving his/her privately owned automobile, the traveler's personal automobile insurance policy is the coverage for liability and damages in the event of an accident. CSUCI is not liable for reimbursement of any damages or repairs.

Privately owned automobiles may only be used in the 48 contiguous states of the United States.

When reimbursement for expenses of transportation by privately owned automobile is claimed, the license number of the automobile must be listed on the TEC. Reimbursement is for the use of the automobile regardless of the number of persons transported. Only drivers may be reimbursed. Passengers may not claim mileage for any transportation provided by others. The traveler should provide some form of supporting documentation (i.e., Google, MapQuest) to substantiate the mileage figures claimed.

Where use of a privately owned automobile is used to travel to or from a common carrier terminal and the automobile is not parked locally at the terminal, mileage may be claimed for only one round trip while the traveler is an occupant of the vehicle.

The standard business mileage reimbursement rate as set by the IRS is currently (as of July 1, 2008) 58.5 cents per mile. The rate of reimbursement for mileage includes the cost of gas, oil, wear and tear as well as the costs 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.

Ferry, bridge and/or toll road charges are reimbursable expenses. No receipts are required.

Parking fees are reimbursable expenses. Any parking expense in excess of \$10.00 must be documented with a receipt. Parking fees incurred at CSUCI are not reimbursable.

Travelers who, because of a physical disability, must operate only specially equipped or modified vehicles may claim up to 52 cents per mile with certification as follows:

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

Rental Car (Applicant & Non-Employee only)

A vehicle may be rented when it is more advantageous to CSUCI than using a taxi. Compact or economy models are required. Vans may be used, subject to

prior approval, when there are three or more travelers. Reimbursement for specialty vehicles (i.e., Humvees, SUVs, limos) are limited to the cost an economy vehicle. Prices for both vehicles types must be attached to the travel claim. The CSUCI travel agency can provide a quote for the allowable type car.

When a traveler has rented a vehicle, the traveler's personal automobile insurance policy is the coverage for liability and damages in the event of an accident. CSUCI is not liable for reimbursement of any damage or repairs.

- Rental car expenses are reimbursable when documented by an itemized receipt. Credit card statements cannot be used in lieu of a receipt.
- Insurance is not a reimbursable expense. Reimbursement is not allowed for the purchase of a Damage Waiver or other insurance offered by a rental car agency.
- Reimbursement is not allowed when travelers secure rental cars using non-monetary means such as frequent flyer benefits or other points programs.
- Gasoline expense is reimbursable when documented with a receipt.
- Ferry, bridge and/or toll road charges are reimbursable expenses. No receipts are required.
- Parking fees are reimbursable expenses. Any parking expense in excess of \$10.00 must be documented with a receipt. Parking fees incurred at CSUCI are not reimbursable.

Railroad

Travel on commuter trains is reimbursable with receipt

Reimbursement of overnight train travel is restricted to the amount of the most common method of transportation.

- Reimbursement for roomette Pullman accommodations will be allowed. Where it is necessary to use Pullman accommodations more expensive than a roomette, a full explanation stating the facts constituting the official necessity must accompany the expense claim.
- Unused portions of railroad and sleeping car tickets are subject to refunds and all steps necessary to secure refunds on such tickets should be taken.
- Meal expenses incurred while on overnight train travel will be reimbursed in compliance with meal policy and reimbursement limits.

Airline

All domestic air travel must be on a US flag carrier. International flights that begin or end in the US must be on a US flag carrier. US flag carriers must be used whenever available on international flights that occur solely outside of the US.

Traveler or CSUCI Department (on behalf of traveler) may purchase coach-class seats on a regular commercial aircraft through the campus travel agent. A Channel Islands Travel (CIT) number is required in order to book air travel with the campus travel agent. To obtain a CIT number, the department must submit a request (email or paper) listing the traveler's name, the purpose of the travel and the chartfield string to Procurement. The department will be notified by Procurement of the CIT number. The cost of the tickets will be charged directly to the campus American Express account.

When travel is booked outside of the campus travel agency, the traveler will be reimbursed for coach-class airfare expenses when documented by receipt. Extra charges such as administrative fees for itinerary or schedule changes, particularly with regard to discounted/restricted airfare may be claimed for reimbursement when incurred for business purposes.

Cost of insurance is not reimbursable however all travel booked through the campus travel agency includes medical and lost baggage coverage.

Reimbursement is not allowed when travelers secure airfare using non-monetary means such as frequent flyer benefits or other points programs.

No reimbursement will be allowed for air transportation expenses incurred when the traveler uses a privately owned aircraft to conduct official business.

BUSINESS AND INCIDENTAL EXPENSES

Business and incidental expenses such as charges for phone calls, fax services, internet access services, copying services, emergency equipment or supply purchases are not reimbursable.

INDIRECT OR INTERRUPTED TRAVEL

When a traveler takes an indirect route or interrupts travel, for personal reasons, any additional expenses are considered personal expenses for the traveler. The reimbursement of expenses is limited to the actual costs incurred or the charges that would have been incurred via a usually traveled route, whichever is less.

RESOURCES

Travel Expense Claim Form (TEC) is located on the CSUCI website, Accounts Payable: <http://www.csuci.edu/accountspayable/forms.htm>. Form name is: Travel Expense Claim Form and Instructions 2008.

Lost/Missing Receipt form is located on the CSUCI website, Accounts Payable: <http://www.csuci.edu/accountspayable/forms.htm>. Form name is: Lost Missing Receipt Form.

Campus Travel Company: Santa Barbara Travel Bureau. A fact sheet is available in the Outlook Public folders: *Procurement*; *CSUCI Travel & Lodging folder*; *Travel Account BTA*.

International meal allowance rates are listed at: http://aoprals.state.gov/web920/per_diem.asp.

International travel exchange rate information can be obtained from: <http://www.oanda.com/convert/classic>.