

# **TRAVEL HANDBOOK FOR EMPLOYEES AND VOLUNTEERS**

Effective July 2008

## **QUALIFICATIONS**

- **EMPLOYEE**

Travel by all officers, administrator, faculty and staff of CSUCI, both full and part time.

- **VOLUNTEER**

Travel by volunteer of CSUCI on official CSUCI business.

Volunteer must file all necessary paperwork with Human Resources prior to engaging in any activities at CSUCI. If you are unsure as to volunteer status, please contact Human Resources.

## **METHOD OF REIMBURSEMENT**

The Travel Expense Claim form (TEC) is the only acceptable form used for requesting reimbursement. All expense accounts shall be properly itemized, accompanied by the original receipts and necessary supporting documentation, approved by the appropriate level of management and, in the case of SA901 funds, be approved by the Grants and Contracts Analyst. The associated Travel Authorization form, for travel within the United States, is to be maintained in the traveler's department files for future reference. For travel outside the United States, the Travel Authorization is to be included with the TEC.

Reports should be submitted within 30 days of travel and not more often than twice a month. The exception would be that if the amount claimable for any month does not exceed \$10.00, the filing may be deferred for a reasonable period of time not to exceed 60 days. For TEC's that are submitted to Accounting more than 30 days after the end of the travel, only expenses documented by receipts will be reimbursed. Please refer to the instructions page of the TEC for additional form details.

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 – SHORT TERM TRAVEL (less than 30 days)**

### **Qualifications for Reimbursement**

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

## Meals at Conventions, Conferences or Workshops

Where a registration or other fee for a convention, conference or workshop includes meals, claims for meal expenses may not be submitted. An agenda is to be included with the TEC. In the event the traveler must forgo the provided meal for health or business reasons, a receipt must be submitted for the meal that is purchased in lieu of the provided meal. An explanation for the purchase must accompany the claim. The purchased meal will be reimbursed not to exceed the maximums stated below.

## 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

Meal reimbursements for same-day travel are taxable (Internal Revenue Code 162a). The amounts reimbursed will be reported to the State Controller's Office and tax withholding will be applied on the employee's payroll warrant. Payments for taxable meal reimbursements will appear on the employee's W2.

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

Lunch – allowance for lunch is not allowed.

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

- No incidental expense reimbursement is allowed.

## 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 30<sup>th</sup> consecutive day in one location unless a continuation has been approved in advance by the President.

- 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.

### International Travel

All travel outside of the United States must be approved in advance by the CSUCI President. Please submit the approved Travel Authorization along with the TEC and receipts for reimbursement.

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 prior approval is not obtained, actual meal expenses will be reimbursed in accordance with the rules for Over-Night Travel. As the M&IE rate includes incidental charges, the customary \$5 for In-State/Out-of-State incidental expenses will not be reimbursable. Under no circumstances will the cost of alcoholic beverages be reimbursed.

Travelers must submit proof of currency exchange rates for the time of travel as part of the Travel Expense Claim (TEC). The TEC 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.

### Business Meals

Travelers on the same trip should pay for their own meals. However, if one CSUCI traveler purchases meals for other CSUCI travelers, the expense must be documented with an itemized receipt and is subject to the same reimbursement limits listed above in In-State/Out-of-State meals. Copies of the TEC forms for the other travelers must be included with the TEC of the traveler who provided the meal. Travelers may not claim reimbursement for any meals provided by others.

Meals purchased for non-employees are subject to CSUCI Hospitality Policy. Traveler needs to submit the Business Meal Approval form and a list of attendees with their TEC. Approval for travel does not give approval for providing hospitality. Travelers may not claim reimbursement for a travel meal if they are also claiming a hospitality meal reimbursement. Under no circumstances will the cost of alcoholic beverages be reimbursed.

## **LODGING – SHORT TERM (less than 30 days)**

### Qualifications for Reimbursement

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

Best efforts should be made to obtain lodging at establishments offering discounted rates for state travelers. State travelers traveling on official business are not subject to lodging occupancy taxes. Hotels can waive these taxes at their discretion. Traveler should submit a Hotel/Motel Transient Occupancy Tax Waiver form to the hotel at check in. 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.
- Telephone and internet charges may be 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

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.
- Telephone and internet charges may be 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.

### LONG-TERM TRAVEL, MEALS, AND LODGING (more than 30 days)

If a permanent residence is maintained elsewhere while living at the job location, traveler may claim \$68.00 for each 24 hour period for subsistence (meals and lodging). For the departure and return days of long-term travel, the traveler may claim \$34.00 for less than 12 hours and \$68.00 for duration of over 12 hours.

To qualify for the allowance, a traveler must submit substantiating evidence that a permanent residence is maintained and occupied by a dependent or that the permanent residence is maintained at a net expense to the traveler exceeding \$200 per month.

Travelers on long-term assignment who do not maintain a permanent residence elsewhere while living at the job location may claim \$34.00 for each 24 hour period. For the departure and return days of long-term travel the traveler may claim \$17.00 for less than 12 hours and \$34.00 for duration of over 12 hours.

## **TRANSPORTATION EXPENSES**

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, considering both the direct expense as well as the traveler's time. 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 unless the travel has been approved according to terms set forth in this handbook. 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.

When a privately owned bicycle is used in the conduct of official CSUCI business, the traveler will be allowed to claim 4 cents per mile.

### **Privately Owned Automobile**

Prior to travel, the traveler must be authorized to use a privately owned automobile for state business. Form 261 must be on file in Human Resources and is subject to yearly renewal.

When a traveler is driving his/her privately owned 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 damages or repairs. The traveler may seek relief from out-of-pocket expenses such as deductibles from the Victims Compensation and Government Claims Board (formerly known as the Board of Control).

Privately owned automobiles may only be used in the 48 contiguous state 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 Travel Expense Claim form (TEC). In addition, the name of each business traveler on the trip is to be listed in the "Comments" section of 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.

If a traveler uses a privately owned automobile for recurrent local travel, the trips should be compiled and submitted monthly for mileage reimbursement. The daily mileage is compiled in a monthly mileage log.

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 must operate a motor vehicle on official University business and 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. Supervisors who approve claims pursuant to this subsection have the responsibility of determining the need for the use of such vehicles.

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

**EMPLOYEE ONLY:** When travel occurs on an employee's regular work day, reimbursement for travel between home and headquarters is not allowed. Where a trip starts or ends at an employee's home, the travel distance is computed from the lesser distance of either the headquarters or home.

**EMPLOYEE ONLY:** When travel occurs on an employee's regularly scheduled day off, the travel distance is computed from the employee's home. However, if the employee flexes the weekly work schedule thereby making the travel day a regular work day then the travel distance is computed from the lesser distance of either the employee's headquarters or home.

### Rental Car

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. The rental of Humvees, SUVs, limos and other specialty vehicles is not allowed.

The State of California has contracts with two rental car companies, Enterprise Rent-A-Car and Vanguard Car Rental USA that set rates that include the rental rate, insurance and other fees. These rates are only available when purchased using the American Express Government Card or the Car Rental Business Travel Account (CRBTA). Travelers who have the American Express Government Card should rent from Enterprise Rent-A-Car. A Channel Islands Travel (CIT) number is required to rent a car through the campus travel agency.

When a traveler has rented a vehicle from an agency other than the two approved State rental agencies or has rented from an approved agency but paid with personal funds (such as personal credit card, personal check or cash), the traveler's personal automobile insurance policy is the coverage for liability and damages in the event of an accident while on state business. CSUCI is not liable for reimbursement of any damage or repairs. The traveler may seek relief from out-of-pocket expenses such as deductibles from the Victims Compensation and Government Claims Board (formerly known as the Board of Control).

- 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 Danger Waiver or other insurance offered by a rental car agency. Vehicles rented through the state rental car agencies above include insurance in the rates. Any additional insurance purchased by traveler is a personal expense and not subject to reimbursement.
- 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 account together with a receipted voucher.
- 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 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 traveler must submit paperwork to support travel requirements along with the original Travel Authorization complete with all necessary signatures to Procurement. The traveler will be notified by Procurement of the CIT number and the original Travel Authorization will be returned. The cost of the tickets will be charged directly to the campus American Express account. YCal fares are only available through the campus travel agent.

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.

## **BUSINESS AND INCIDENTAL EXPENSES**

Business expenses consist of charges for business phone calls and telegrams, fax services, internet access services, copying services, emergency clothing, equipment or supply purchases and all other charges necessary for the completion of official business. Reimbursement of any one business expense in excess of \$5.00 must be documented by a receipt.

### **Emergency Purchases**

- Any emergency purchase of equipment and/or supplies must be explained.
- Reimbursement of any emergency purchase in excess of \$25.00 must be approved by the CSUCI Vice President as delegated by the President.

Traveler may be reimbursed for actual business phone call expenses incurred using pay phones, hotel phones or personal cell phones. Actual expense for business calls made using a pay phone will be reimbursed up to \$5.00. Calls made using hotel phones or cell phones will not be reimbursed without hotel receipts and/or cell phone bills.

Up to \$5.00 for actual incidental expenses incurred may be reimbursed for each complete 24-hour period. Incidental expense cannot be claimed on the first day of travel. Incidental expenses include, but are not limited to fees and tips for services such as for maids and baggage handlers. It does not include expenses for laundry, cleaning and pressing of clothes, lodging taxes, cab fares, tolls, telephone calls and the like. Receipts are not required.

## **INDIRECT OR INTERRUPTED TRAVEL**

Advance approval is required when a traveler takes an indirect route or interrupts travel, for other than University business. 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. Any resulting excess travel time is not work time, and must be charged to the appropriate type of leave. The employee is responsible for accurate reporting of such leave time.

## **OVERTIME CONSIDERATIONS**

### **Meals for Overtime Worked**

When an employee is required to work overtime, the employee may receive an overtime meal allowance for actual expenses supported by a receipt not to exceed the maximum meal allowances listed below.

The employee must be required to report to work at least two hours prior to or be required to remain at least two hours past the regularly scheduled work day.

If the employee is given a meal as part of a team meal or other reason, the employee may not also claim for the overtime meal.

**Meal reimbursements for overtime are taxable (Internal Revenue Code 162a). The amounts reimbursed will be reported to the State Controller's Office and tax withholding will be applied on the employee's payroll warrant.**

#### Mileage for Overtime Worked

If the employee incurs mileage expenses incurred by a call back for unscheduled/emergency overtime work necessitating more than one trip to the work location on a normal work day the expense is reimbursable.

If the employee reports to work on the employee's normally scheduled day off, the expense is reimbursable.

#### Collective Bargaining Units

For those employees covered by a Collective Bargaining Agreement (CBA), the terms of the CBA shall be controlling.

### **RETURN OF DECEASED TRAVELERS**

- Per CSU policy, when a traveler dies while traveling on official University business, reimbursement may be claimed for actual and reasonable expenses incurred in returning the remains to the official headquarters or place of burial within California. Please contact HR for details.

## **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 July 2008 and Instructions.

Travel Authorization form is located on the CSUCI website, Accounts Payable: <http://www.csuci.edu/accountspayable/forms.htm>. Form name is: Travel Authorization Form and Instructions.

Hotel/Motel Transient Occupancy Tax Waiver form is located on the CSUCI website, Accounts Payable: <http://www.csuci.edu/accountspayable/forms>. Form name is: Hotel/Motel Tax Waiver Form.

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

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://www.state.gov/m/a/als/prdm/>.

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

Form 261 for driving a privately owned auto - refer to HR policy on Motor Vehicle Use: <http://policy.csuci.edu/FA/43/FA.43.001.htm#appendix>.

CSU Use of State Vehicle Policy:  
[http://www.calstate.edu/HRAdm/Policies/csumv\\_policy\\_guideline.pdf](http://www.calstate.edu/HRAdm/Policies/csumv_policy_guideline.pdf)

Rental car information: [http://www.documents.dgs.ca.gov/OSP/SAM/mmemos/MM07\\_08.pdf](http://www.documents.dgs.ca.gov/OSP/SAM/mmemos/MM07_08.pdf)