

# POLICY ON TRAVEL

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## BACKGROUND AND PURPOSE

The purpose of the Policy on Travel is to provide efficient, reasonable and accountable guidelines for dealing with business travel expenses; to delineate those expenses that are eligible for reimbursement and specify any financial limits applicable to such expenses; and to explain the procedures and responsibilities for dealing with business travel expenses for employees traveling on official Associated Students, Incorporated (ASI) business.

## POLICY STATEMENT

It is the policy of the ASI to reimburse staff and other individuals for reasonable travel expenses associated with the operations of the organization when they are required to travel on official business. The ASI Policy on Travel applies to all employees and agents of ASI (referred to collectively as “employees”) authorized to travel on official ASI business. The Executive Director or designee is authorized to issue interpretations and take such other action as may be necessary or appropriate to implement the provisions contained herein.

## DEFINITIONS

For purposes of this policy, the terms used are defined as follows:

Term	Definition
<b>Business Expenses</b>	Charges for business phone calls or other communications, equipment or supply purchases, and all other charges necessary to the completion of official ASI business. Any emergency purchase shall be explained, and if over \$25 must be approved by the Executive Director.
<b>Official ASI Business</b>	Attendance at conventions, conferences and business meetings for the purpose of serving as an authorized representative of the ASI or for the purpose of acquiring knowledge, information, contacts, or intelligence that the corporation deems important to the operation of the organization, its programs, services, and facilities.
<b>Residence</b>	The actual dwelling place of the employee without regard to any other legal or mailing address. No reimbursement shall be allowed for subsistence expenses incurred on the premises of an employee’s residence.
<b>Subsistence Expenses</b>	Charges and attendant expenses for meals and lodging and all charges for personal expenses incurred while traveling on official ASI business.
<b>Travel</b>	Time spent away from an employee’s workplace or residence for the purpose of conducting official ASI business
<b>Workplace</b>	The place where the employee spends the largest portion of regular workdays or working time. No subsistence expenses shall be allowed at any location within 25 miles of said workplace. In cases where adherence to the 25-mile limitation creates an unusual and unavoidable hardship to the employee, the Executive Director may grant exceptions.

## STANDARDS AND PROCEDURES

### 1.0 TRAVEL AUTHORIZATION

A Travel Authorization Form must be completed and approved each time an employee travels off-campus on official ASI business. This form serves as evidence that the travel is being conducted on behalf of ASI, and ensures that if an employee is involved in an accident while on approved ASI business, personal injuries will be covered by Worker’s Compensation. If an approved Travel Authorization form has not been executed, the employee will not be covered by Worker’s Compensation for personal injuries sustained in an accident.

### 2.0 TRAVEL EXPENSE CLAIM

No travel expense shall be paid unless recorded on a Travel Expense Claim. All expenses shall be properly itemized, accompanied by the necessary receipts, and approved by the authorized budget signatory of the employee’s department. It is the responsibility of the budget signatory to determine the necessity and reasonableness of the expenses. The Executive Director or designee will disallow excessive or unreasonable lodging expenses.

Travel Expense Claims must be submitted within 30 calendar days of completion of the related travel.

The Travel Expense Claim must show the inclusive 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 to and from home if leaving on a trip without going to the office.

Each employee must state the purpose or objective of each trip for which reimbursement is claimed.

Each claim for the payment of travel expenses shall contain the following certification:

- “I hereby certify that the above is a true statement of the travel expenses incurred by me in accordance with the applicable policies and procedures and that all expenses claimed were for the official business of the Associated Students, Incorporated.”

### 3.0 SUBSISTENCE EXPENSES

When employees travel on official ASI business as defined in this policy, payment of a subsistence allowance is authorized for both in-state and out-of-state travel. ASI will authorize payment for lodging, meals, and incidental expenses as claimed by the employee in accordance with this section.

For in-state travel, employees will be reimbursed actual lodging expenses, supported by a receipt or invoice. No payment will be authorized without an appropriate receipt or invoice. Wherever feasible, employees shall obtain lodging at establishments offering discounted rates for state employees when such rates are favorable for the area. Meals and incidental expenses will be reimbursed as provided below.

For out-of-state travel, employees will be reimbursed actual lodging expenses, supported by a receipt or invoice. No payment will be authorized without an appropriate receipt or invoice. Meals and incidental expenses will be reimbursed as provided below.

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#### 3.1 MEALS AND INCIDENTAL EXPENSE ALLOWANCES

Up to \$65.00 for meals and \$7.00 for incidentals may be reimbursed for each complete 24-hour period. Itemized claims for reimbursement up to this amount may be paid. Maximum reimbursement amounts are authorized as follows:

<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Incidentals</b>	<b>TOTAL</b>
\$15.00	\$20.00	\$30.00	\$7.00	\$72.00

For travel that exceeds a complete 24-hour period, meal costs may be claimed in accordance with the following:

- 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

If the travel extends overnight, actual lodging costs (supported by a receipt) may also be claimed.

For travel that is less than 24 hours in duration, a breakfast allowance may be claimed if the travel begins before 7 a.m. A dinner allowance may be claimed if the travel extends past 6 p.m. Actual lodging costs (supported by a receipt) may be claimed if the travel extends overnight. Expenses must be incurred more than 25 miles from the employee's

normal work location, except that an employee who travels by air may claim breakfast or dinner if the hours involved are before 7 a.m. or after 6 p.m. Employees who travel for less than 24 hours may not claim any lunch allowance except as allowed in "Business-Related Meals".

An additional \$7.00 incidental allowance may be claimed for each 24-hour period. The term "incidental allowance" includes, but is not limited to expenses for laundry, cleaning and pressing of clothes, reasonable gratuities for waiters and baggage handlers, meter parking, coin telephone, and subway tokens. While receipts are not required, such actual expenditures must be itemized for each travel day.

Meals and incidentals will be permitted up to the daily maximum of \$72.00 and do not need to be receipted.

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### 3.2 SUBSISTENCE EXPENSE NEGOTIATED OR PAID FOR BY ASI

When a significant portion of the subsistence expenses (either meals or lodging) is negotiated or otherwise paid for by ASI (e.g., billed to the ASI, included in a conference fee, or included in airfare, etc.), the employee will not be reimbursed for such expenses. The employee will be allowed to claim reimbursement in accordance with the above for any subsistence not provided.

## 4.0 BUSINESS EXPENSES

When employees travel on official ASI business as defined in this policy, payment of business expenses are authorized for both in-state and out-of-state travel. Voice and data communications charges relating to ASI responsibilities will be reimbursed.

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### 4.1 BUSINESS-RELATED MEALS

When it is necessary for employees to conduct official ASI business during a meal, they may be reimbursed for actual meal expenses substantiated by a receipt up to the maximum allowances described above.

In order to claim reimbursement for a business-related meal, the circumstances surrounding the meal must be beyond the control of the employee, and it must be impractical to complete the business during normal working hours. Employees may not claim reimbursement for a business-related meal if they are also claiming subsistence reimbursement.

Claims for meal expenses where business is incidental to the meal or where attendance is primarily for public or community relations are addressed under ASI's Hospitality Policy.

The intent of this section is to allow reimbursement of employees for meal expenses in the limited number of instances where they are required to incur such expenses in connection with the conduct of official ASI business.

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### 4.2 HOTEL ACCOMMODATIONS

In most cases, employees shall spend no more than \$275 per night, inclusive of all taxes and resort fees, for hotel accommodations. Exceptions above this amount for stays in regions including but not limited to the California Bay Area, greater Washington, D.C. metro region, or New York Tri-state, may be approved by the division director.

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### 4.3 PARKING

Parking expenses associated with business travel will be reimbursed with the backup of a receipt. Employees should utilize the least expense parking option available.

## 5.0 TRAVEL ADVANCES

Employees may receive a travel advance no sooner than 30 days before a travel expense is to be paid or incurred. The travel advance must be reasonably calculated so as not to exceed anticipated expenses. If a trip is cancelled or postponed indefinitely, the advance must be returned immediately, but not later than 30 calendar days from the date of the advance.

The Travel Expense Claim must be submitted to substantiate travel expenses within a reasonable period not to exceed 30 days. If the advance exceeds the substantiated expenses, the employee must submit a check or money order with the Travel Expense Claim to return the excess advance no more than 30 days after the expense is paid or incurred. If an employee does not substantiate and return any excess advances, if applicable, that amount will be deducted from the next payroll check.

## 6.0 RECEIPTS OR INVOICES

Receipts or invoices shall be submitted for every item of expense **except** the following:

- Railroad and bus fares, where the fares are available in published tariffs, and travel is wholly within the State of California. However, receipts must be submitted in the case of cash purchases of airplane travel, Pullman accommodations, travel by any common carrier outside of the State, or hotel bus fares.
- Subsistence allowances
- Streetcar, bus, rapid transit, and ferry fares; bridge and road tolls regardless of state.
- Long distance telephone or facsimile charges, if date, place and party called are shown, unless the telephone call is in excess of \$5.00 in which case receipts or other supporting evidence shall be provided.

In cases where receipts cannot be obtained or have been lost, a statement to that effect shall be made on the Travel Expense Claim and the reason given. In the absence of a satisfactory explanation, the amount involved shall not be allowed.

## 7.0 TRANSPORTATION EXPENSES

Transportation expenses consist of the charges for commercial carrier fares; private car mileage allowances; overnight and day parking of privately owned cars; bridge and road tolls, necessary taxi or rideshare, bus, streetcar, rail, rapid transit fares; and all other charges essential to the transport from and to the official workplace.

Reimbursement will be made only for the method of transportation that is in the best interest of the ASI, considering both direct expense as well as the employee's time. Provided the mode of transportation selected does not conflict with the needs of the ASI, the employee may use a more expensive form of transportation and be reimbursed at the amount required for a less expensive mode of travel. Both modes of transportation will be shown on the travel claim with reference to this section.

In all cases in which reimbursement for expenses of transportation by private automobile is claimed, the license number of the automobile as well as the name of each employee transported on the trip shall be stated. As such, reimbursement is for the expense of use of the automobile regardless of the number of persons transported. No reimbursement for such transportation shall be allowed any passenger in any automobile operated by another such employee.

In the determination of fares for transportation by airplane, the point of origin or return shall be an appropriate airport facility serving the CSULB area or the employee's residence, whichever results in the lesser distance or amount. For transportation to or from an airport, rideshare services are permissible.

Where a trip is commenced or terminated at claimant's home, the distance traveled shall be computed from either CSULB or the employee's home, whichever shall result in the lesser distance. In calculating travel advances, mileage to and from an airport can be included.

#### 8.0 SPECIAL TRANSPORTATION

Where it is necessary to hire special conveyances, except automobiles, a full explanation, stating the facts constituting the necessity, shall accompany the expense claim.

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#### 8.1 COMMERCIAL AUTOMOBILE RENTAL

Reimbursement will be for actual and necessary costs of such rental when substantiated by a receipt. Where it is necessary to pay extra charges or premium rental rates for air conditioning, convertible body style, expensive, or other luxury items, a full explanation shall accompany the expense claim.

To ensure proper insurance coverage, employees must pay for the rental with an ASI Corporate Credit Card or Procurement Card. If any other form of payment is used, such as a personal credit card, cash, or check, the employee's personal auto insurance shall be the primary insurance coverage. In such cases, it is highly recommended that the employee purchase the damage waiver.

#### 9.0 TRANSPORTATION BY AIRCRAFT

Claims for transportation by scheduled airline shall be allowed at the lowest fare available in conformity with the regular published tariffs for scheduled airlines in effect on the date of origination of the flight. Claims for reimbursement of higher fare or extra charges for transportation by scheduled airline may be allowed if accompanied by a full explanation stating the facts constituting the official necessity.

Extra charges may include administrative fees for itinerary or schedule changes, particularly with regard to discounted/restricted airfare. Such fees may be claimed for reimbursement when incurred for business purposes.

Payment for transportation by aircraft may be made by cash, credit card, or ticket order through an authorized vendor. In cases where payment is made by cash, the travel expense claim must be accompanied by the traveler's flight confirmation if one was issued. If no flight confirmation was issued, a formal receipt must be submitted. If payment was made by credit card or by ticket order, this fact should be noted on the travel expense claim.

#### 10.0 TRANSPORTATION BY AUTOMOBILE

Where claimant is authorized to operate a privately owned automobile, a rate equivalent to the IRS mileage allowance in effect at the time the travel is conducted will be allowed. Ferry, bridge, or toll road charges shall be allowed. Charges shall be allowed for necessary parking while on ASI business for:

- Day parking when on trips away from the workplace office and residence
- Overnight public parking when on trips away from the workplace city and city of residence
- Claim should not be made if expense-free overnight parking is available.

Expenses for gasoline or routine repairs shall not be allowed.

The rate of reimbursement for mileage set out in this section includes 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.

The Authorization to Use Privately Owned Vehicles form must be completed and subsequently updated each year with the employee's signature prior to the employee receiving authorization to use a private automobile. This form shall certify that the employee has a valid driver's license, that all persons in the employee's vehicle will wear a safety belt, and that the vehicle will always be covered by liability insurance for the minimum amounts prescribed by state law.

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#### 10.1 INCIDENTAL USE OF PERSONAL AUTOMOBILE

Employees must complete a Travel Authorization Form for occasional, unplanned trips (i.e., driving off-campus to a local store to purchase supplies, visit the Chancellor's office, go to the Foundation, etc.). University policy requires that all individuals who drive their personal vehicles on official business more than once per month complete a defensive driving course.

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#### 10.2 SPECIALIZED VEHICLES

Employees who must operate a motor vehicle on official ASI business and who, because of a physical disability, may operate only specially equipped or modified vehicles may claim up to 57 cents per mile with certification.

Supervisors who approve claims pursuant to this subsection have the responsibility of determining the need for the use of such vehicles.

#### 11.0 TRAVEL EXPENSES OF APPLICANTS CALLED FOR INTERVIEW

ASI may reimburse a candidate for transportation and subsistence expenses who is being interviewed for a position. The subsistence reimbursement will be in accordance with Section 3.1. The transportation expenses will be in accordance with Section of these Internal Procedures. Payment of transportation and lodging is allowed only within the United States. This provision shall normally apply to Management Personnel Plan (MPP) position vacancies and is intended to support late-stage recruitment efforts likely to lead to new MPP appointments.

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#### 11.1 TRAVEL EXPENSES FOR DISABLED APPLICANTS

If any applicant called for an interview has a physical disability requiring a traveling companion, the companion may be reimbursed for travel and subsistence expenses under the rules applicable to the candidate.

#### 12.0 RETURN OF DECEASED EMPLOYEES

13.0 WHEN AN EMPLOYEE DIES WHILE TRAVELING ON OFFICIAL ASI BUSINESS, REIMBURSEMENT MAY BE CLAIMED FOR ACTUAL AND REASONABLE EXPENSES INCURRED IN RETURNING THE REMAINS TO THE OFFICIAL WORKPLACE OR PLACE OF BURIAL WITHIN CALIFORNIA. THE PERSON RESPONSIBLE FOR PAYMENT OF THE FUNERAL EXPENSES SHALL SUBMIT CLAIMS FOR THE REIMBURSEMENT OF SUCH EXPENSES TO THE HUMAN RESOURCES ADMINISTRATOR. EACH CLAIM SHALL BEAR A CERTIFICATION BY THE EXECUTIVE DIRECTOR OR DESIGNEE THAT THE EMPLOYEE WAS TRAVELING ON OFFICIAL ASI BUSINESS AT THE TIME OF DEATH. TRAVEL ALLOWANCES WHILE ON SICK LEAVE OR VACATION

When an employee is granted sick leave while away from the employee’s workplace for purposes of ASI business, the employee may claim reimbursement for travel expenses incurred during such sick leave. The allowances for travel expenses shall not be authorized for a period exceeding three days. The time limitation prescribed by this section may be exceeded in unusual cases approved by the Executive Director.

When an employee is on vacation while away from the employee’s workplace on ASI business, reimbursement for subsistence allowance during such vacation may not be claimed.

**FORMS**

The following forms are to be used in the execution of this policy.

<b>Form Name</b>	<b>Purpose</b>	<b>Responsible Office</b>	<b>Approved By</b>	<b>Timeline for Submission</b>
<b>Travel Authorization Request</b>	To obtain approval to travel in the conduct of official ASI business	A.S. Business Office	Executive Director or designee	Submit at least four (4) business days prior to the proposed date of departure
<b>Travel Expense Claim</b>	To itemize expenses incurred by an employee while engaged in official business travel	A.S. Business Office	Authorized budget area signatory	Submit form accompanied by the necessary receipts within 30 calendar days of completion of the related travel
<b>Authorization to Use Privately Owned Automobile</b>	To request authorization to use a privately owned vehicle to conduct official ASI business	A.S. Business Office	Executive Director or designee	Submit completed form any time prior to using personal vehicle and update annually at or near the beginning of the fiscal year