



Travel Guide

Version 2.0

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Special Announcements

Until further notice SJSU Travel Claim Worksheets will be required for reimbursement submissions until our FTS system can be updated to accommodate the recent changes to the [CSU Policy14626378](#) involving Per Diem for Domestic Travel. Please visit SJSU Travel website for the the following worksheets:

- [Travel Claim Worksheet - Employees Only](#)
- [Travel Claim Worksheet - Non-Employees Only](#)
- [Travel Claim Worksheet - No Overnight Stay - Mileage](#)

Introduction

This Travel Guide is intended to inform campus personnel of travel procedures and to guide users in the proper preparation of travel documents. The procedures contained in this document shall apply to all official university business travel, including sabbaticals funded by the university, and travel funded under federal grants and contracts. The Travel Guide incorporates the State of California, CSU Board of Trustees and SJSU procedures and allowances for travel reimbursement. The information provided in this document applies to all SJSU employees, students, and others traveling on official university business where the university will be paying for the travel using university funds, both operating funds and/or trust funds.

For specific information on special circumstances that is not addressed in this document please refer to the [CSU Travel Policy and Procedures](#).

Please also refer to our [Travel Checklist](#).

Stakeholder[s] & Responsibilities

Stakeholder[s]

- Employee & Non-Employee Traveler
- Approving Official
- Payment Services - Travel Specialist
- Risk Management

Responsibilities

It is the responsibility of each individual who spends funds related to official University business travel, and for each administrator and approving authority who approves use of funds related to official business travel, to be aware of and follow the policy and related procedures in effect at the time of travel. Authorization to travel must be obtained from appropriate administrators within the employee's organization as determined by the organization's identified delegation of authority.

Costs incurred by travelers shall be considered reasonable and allowable only to the extent that such costs do not exceed charges normally allowed in regular operations as a result of the travel policy and procedures.

Employee & Non-Employee Traveler

Individuals traveling on official university business must familiarize themselves with and adhere to the SJSU Travel Guide. Travelers must obtain documented authorization prior to embarking on the trip and/or prior to making non-cancellable travel arrangements, ideally submitting the authorization 30 days prior to travel taking place.

This authorization is obtained by completing a Travel Authorization request for an employee in [Financial Transaction Services \[FTS\]](#) or [Non-Employee - Travel Authorization Request \[DocuSign\]](#) | [Non-Employee Travel Authorization for Academic Affairs Request \[DocuSign\]](#). Travelers should make certain that the business-related expenses they incur are ordinary, reasonable, not extravagant, and necessary to the purpose of the trip.

The traveler must:

- Clearly state the business purpose and inclusive dates of each trip:
- Attach the conference agenda or outline.
- For “business meetings,” include who the meeting is with and for what purpose.
- Clearly identify any personal time added onto or included within the trip date range.

Submit a travel reimbursement request within **60 days** from the return of the trip. Submissions submitted after will be rejected unless there is a valid business reason.

Travelers must certify that they:

- Received authorization to travel
- Traveling on official university business.
- Actually spent the amount listed for expenses.
- Verified that the amount due is accurate.
- Provided detailed/itemized receipts for all expenses incurred and amounting to \$75 or more.
- Regardless of amount, provide detailed/itemized receipts for any prepaid expenses, such as conference/registration fees and airline tickets, made by the university or the traveler.¹
- Return any reimbursement or payment issued by the university which subsequently results in a refund to the individual within 60 days.
- Confirm that no expenses for meals or incidentals are submitted in reimbursement for travel of less than 24 hours.

Approving Official

The Approving Official is responsible for approving travel authorizations and travel reimbursements, ensuring all expenses are reasonable in the terms of price, purpose, and necessity.

The Approving Official is responsible for:

- Approving release time for travel.
- Ensuring expenses charged to departments are supported by sufficient funds and ensuring appropriate use of funds.
- Verifying expenses requested are ordinary, reasonable, not extravagant, necessary, and supported by a business purpose or justification, as appropriate.

¹ Prepaid expenses are known as One-Time Charges in FTS Travel Reimbursement.

- Validating, to the extent possible, that the expenses listed were actually incurred by the employee and that appropriate supporting documentation is included with the reimbursement request.
- Reviewing and approving the business purpose and ensuring the request is in compliance with any applicable sponsored project/grant requirements.
- Approving/denying payment of the travel reimbursement request in a timely manner.
- Denying expenses not directly related to official university business.

SJSU Travel Specialists

The SJSU [Travel Specialists](#) are responsible for the following functions:

- Assist with training of travel processes when necessary.
- Assist with troubleshooting issues related to FTS submissions.
- Review/audit all travel reimbursement requests for employee and non-employee for compliance with SJSU and CSU policy.
- Verify Approving Official for non-employee travel requests.
- Ensure appropriate documentation is submitted.
- Process reimbursements in a timely manner when all appropriate documentation is received.
- Return problematic reimbursements for department and traveler to update and review.

Risk Management

The Risk Manager is responsible for the following functions:

- Review International Travel Authorization requests for insurance purposes.
- Communicate with Insurance brokers to obtain additional insurance.
- Review High Risk Travel requests and request additional insurance that might be required if authorized.

Travel Agency

The Official Travel Agency for our university is Fell Travel. We request that travelers only use the following travel agency when travel is being paid or reimbursed with university funds:

[Fell Travel](#)

Phone: [800] 321-3355 or [650] 827-7300

For after-hours emergency: [800] 213-6604

Travel reservations can be requested by completing the [SJSU Reservation Form](#) online. *There is a \$20.00 processing fee charged by Fell Travel for reservations requested via SJSU Reservation Form, phone, or email. Fee for international travel is \$25.*

As a management arrangement exists between this firm and the university, it is requested that travelers not use any other agencies when arranging their travel. If travelers choose to use another agency, the cost of airfare and ticket processing fee [maximum \$20.00] will be reimbursed.

Travel Funds

State Fund Travel

Travel that is funded by the University whether by state funding, applicable sponsored projects, grants, and/or contracts need to complete a Travel Authorization in FTS. The request should reflect the expenses expected on the campus side and be fully approved before travel takes place. FTS Travel Authorization will generate a Travel Reimbursement claim to assist in the completion of the process.

Non-State Fund Travel

Travel with no funding from the State, e.g. travel that is fully funded by outside sources [Auxiliaries] or by the traveler, needs to be evaluated for connection to University business. If directly connected to University business that supports campus mission, a travel request should be submitted in FTS to communicate time away from campus. This will assist with campus duty of care objectives. Please review the [Travel Authorization FTS Tutorial](#) for how to enter a travel request for an unfunded trip, however non-state funded travel will not generate a Travel Reimbursement.

Travel related to sponsored programs or grants with external funding may include different Meal and Incidental Expense [M&IE] per diem rates than what is indicated in the CSU policy. In these circumstances, the terms of these agreements will only apply when such terms are more restrictive than the CSU policy.

Note: Accepting travel gifts from a 3rd party may result in a [conflict of interest \[COI\]](#). [Please refer to further information about COI.](#)

Authorization to Travel

Travel must be fully approved in advance of making non-cancellable travel arrangements. Timeline for submission is dependent upon the trip, ideally submission of authorization can be approximately 30 days before travel takes place, this provides ample time for approvals and other considerations.

Delegation of Authority

Domestic **In-State** Travel requires approval by the traveler's Approving Official and Assistant Vice President or Associate Vice President except in the case of Academic Affairs, where Deans are the highest level required.

Domestic **Out-of-State** Travel requires approval by the traveler's Approving Official and Vice President, except in the case of Academic Affairs, where Deans are the highest level required.

The CSU has implemented a [per night maximum lodging rate](#), excluding taxes, for instate and out-of-state travel, including Alaska, Hawaii, and US territories. Rates in excess of this amount must be pre-approved by an AVP or College Dean using the [Maximum Lodging Limits](#)

[Justification form](#) and must include the business purpose for the necessity to stay within certain facilities.

International travel requires similar approval as domestic travel but also includes the additional approval of the President [unless for war-risk countries which require Chancellor's Office approval]; International travel for the Academic Affairs Division requires the approval of the Approving Official, Dean, Provost, and President or his/her designee.

For further information regarding Approving Officials and delegation of authority, please see the [Delegation of Authority for the Approval of Financial Expenditures Guidelines \[DAAFE\]](#).

Approval Types and Delegation of Authority

Transaction Type	Approval Process	Level of Approval	Transaction Type
Travel Authorization	Domestic In-State	Financial Transaction Services	Approving Official [no exceptions] and Associate Vice President [except Academic Affairs, where Deans are the highest level required]
	Domestic Out-of-State	Financial Transaction Services	Approving Official [no exceptions] and Vice President [except Academic Affairs, where Deans are the highest level required]
	Domestic Lodging Rates Exceeding the Limit	DocuSign and upload to Financial Transaction Services	Approving Official [no exceptions] and Associate Vice President [except Academic Affairs, where Deans are the highest level required] ²

² Per night maximum lodging is \$333 for travel on or after 4/18/24. For travel prior to 4/18/24, the per night maximum lodging is \$275.

Transaction Type	Approval Process	Level of Approval	Transaction Type
Travel Authorization	International	Financial Transaction Services	Approving Official [no exceptions], Vice President, and President [for Academic Affairs: Approving Official, Dean, Provost, and President or his/her designee]
Travel Reimbursement	Domestic and International	Financial Transaction Services	Approving Official [no exceptions]

Blanket Travel [Individuals only]

Please refer to our [Blanket Travel Guide](#) for details. This type of authorization is for **mileage or parking charges only**, all other charges must follow the standard travel process, please review this Travel Guide for details. For additional information, please review Mileage in [Car - Transportation by Privately Owned Vehicles](#) section.

Lodging

Travelers may secure lodging when traveling on business more than 25 miles [one way] from their normal work location or home, whichever is closer. Refer to the [Approval Types and Delegation of Authority](#) for approval structure. For information regarding international lodging refer to the [International Travel](#) section of this document.

The CSU has implemented a \$333 per night maximum lodging rate, excluding taxes, for instate and out-of-state travel, including Alaska, Hawaii, and US possessions for travel **on or after** 4/18/24. For travel **prior to** 4/18/24, the lodging limit is \$275.

If prearranged conference lodging rate exceeds the per night limit, the traveler may stay at the conference hotel without additional approval. Proof of lodging rates must be included in the travel reimbursement.

Employees are discouraged from allowing room service meals/food charges to be charged to your Hotel Reservation/Booking receipt. All charges that do not involve lodging expenses directly will be requested to be paid back to the university.

State and Government Rates

When making lodging reservations, travelers should inquire if hotel/motel has reduced rates for state and/or government entities. Should identification be requested, a university issued Tower [ID] Card should be sufficient.

Tax Exemption - California City and County Transient Occupancy Taxes

Employees traveling overnight in California on official state business are sometimes exempt from paying Hotel/Motel Transient Occupancy Taxes. When checking in, provide the hotel or motel with a [Hotel/Motel Transient Occupancy Tax Waiver \[Std. 236\]](#) form and request an exemption certificate. Many hotel/motel chains have their own form. A university issued Tower [ID] Card should be sufficient for the waiver. Some establishments do not grant the tax waiver. lodging

Use of Non-Commercial Facilities

When non-commercial facilities such as cabins, house trailers, vans, field camping equipment, [AirBnB](#), [VRBO](#), or other such facilities are used, the traveler shall be reimbursed a daily amount based on actual expenses up to 100% of the applicable federal per diem lodging rate for the appropriate geographic area. Refer to the U.S. General Services Administration [Federal Per Diem Rates](#) for all locations.

Lodging with a Friend or Relative

When a traveler lodges with a friend or relative while on official business for the university, a one-time non-cash gift, such as flowers, groceries, or a restaurant meal, may be provided to the host. The type of gift provided should be in compliance with the use rules surrounding the funds used for reimbursement. The actual cost of such a gift may be reimbursed up to \$75. A receipt must be provided for all gifts.

Meals and Incidental Expenses [M&IE]

Domestic Travel in Contiguous United States

The reimbursement of daily M&IE per diem allowance for travel within the contiguous United States will be based on GSA rates for travel based on location for travel with an overnight stay. Travelers 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.

For more information regarding the maximum rates authorized for M&IE incurred while on travel, see [Appendix E: M&IE Reimbursement Limits](#).

The language in this policy is not meant to allow employees to use their M&IE per diem for a different purpose. This is substantiated by the [US GSA Per Diem Rates](#) being referenced by the policy to establish per diem amounts based on travel location.

Alcoholic beverages are not reimbursable. If an alcoholic beverage is found on a travel reimbursement as a meal expense, the amount will be deducted from the meal, even if the meal amount falls within the daily limit rate.

Domestic Travel in Alaska, Hawaii, and U.S. Territories

[GSA Rates for Alaska, Hawaii, and U.S. Territories are set by the Department of Defense](#)

When Meals are Provided as Part of the Event

If the trip includes meal[s] that are already paid for, such as through a conference registration fee, the provided meals must be deducted from the meals & incidentals per diem rate by using the [GSA M&IE Breakdown](#). Based on your per diem rate and location, deduct the GSA amounts for the meal[s] that were provided as part of the event.

Per Diem Not Provided for the Following

Situations that may require an adjustment to the M&IE in which per diem amounts should not be included are as follows, but are not limited to, the following:

- Meals furnished as part of a conference or professional meeting;
- Meals are furnished as part of official University entertainment;
- Meal expenses are included in the event registration fee; or
- Group expenses are billed directly to the University.

In the event the traveler must forgo the provided meal for health or business reasons, an explanation for the purchase of the meal replacement must accompany the reimbursement. Supporting documentation may be required and payment will be at the applicable per diem limit.

Travel Involving Multiple Locations

In [Appendix H: M&IE Per Diem Rate for Travel Involving Multiple Locations](#) may be used to determine the appropriate per diem when travel to more than one location occurs.

This method may not be used if an alternative method is contractually mandated by the funding source, such as auxiliary funds or also by the following Section [Per Diem Not Provided for the Following](#).

Hospitality Meals

Expenses for meals incurred by employees who provided hospitality while traveling on university business are reimbursable in accordance with the university [Hospitality Guidelines](#).

Provided meals are meals included in (for example, a conference event) and under the M&IE Per Diem Travel Claim Worksheet should follow the Per Diem for Travel. Please follow the instructions for the Travel Claim Worksheet for the per diem process. If the meal is for gatherings with Donors or Recruits, please review the next section.

Meals Involving Donors or Recruits

Meals involving Donors or Recruitments for future students and/or future employees are considered Hospitality-related events and not treated as travel per-diems. Gatherings which are not Travel-related but still part of the employee's travel destination can be listed as a "business expense" on the Travel Claim but must include a business justification.

For example, an employee travels to another state for a conference but also plans a dinner (outside of the conference) with a donor to foster relations for our university. In this case, the employee must meet the meal limits of the Hospitality Policy, however, this is not required for the donor's meal.

To claim reimbursement, please ensure that you include a [Hospitality Expense Justification Form](#) with these transactions, identify the type, and list the expense in the Business expense of the Travel Claim Spreadsheet. While the Per Diem is not applicable for these transactions, the employee is expected to find the most economical meal during these occasions. Expenses can be listed in the "business expense" section of the Travel Claim Spreadsheet.

Hospitality meals must follow the [Hospitality Guide](#) policy, this includes the "new" employee meal limits. As stewards of taxpayer dollars, it is our duty to ensure that we spend state funds responsibly and in accordance with established policies and guidelines. Please ensure that employee meals meet the policy requirements.

Incidental Expenses

Incidental expenses for travel within the contiguous United States will be based on GSA rates and included in M&IE.

Examples of incidental expenses include:

- Fees and tips given to porters,
- Baggage carriers,
- Bellhops,
- Stewards or stewardesses and others on ships, and hotel staff in foreign countries; transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site. It does not include cab fares, telegrams, or telephone calls.

Subsistence Expenses

Subsistence expenses incurred while on travel status consist of charges for lodging, and M&IE. For purposes of determining the applicability of this section, an official University business trip begins upon leaving the traveler's residence or normal work location, whichever occurs last and ends upon returning to the traveler's residence or normal work location, whichever occurs first. Subsistence expenses for travel within 25 miles of an employee's normal work location or residence shall not be reimbursed.

Miscellaneous Expenses

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip.

Miscellaneous expenses include, but are not limited to:

- charges for business phone calls and telegrams;
- fax and computer expenses;
- and copy services.

Justification must be provided for all miscellaneous expenses.

Short Term Travel [See also [Appendix I](#)]

Travel of Less Than 24 Hours

The [IRS Fringe Benefit Guide](#) states that in order for the reimbursement of M&IE to be excludable from a traveler's income, the individual must be "away from home" in the pursuit of business on a temporary basis. Merely working overtime or at a great distance from an employee's residence does not create excludable reimbursements for travel expenses if the employee returns home without spending the night or stopping for substantial "sleep or rest."

For a trip of less than 24 hours that includes an overnight stay, reimbursement shall be authorized for 75% of the total per diem rate for M&IE. The maximum amount for a single day shall be authorized for the entire trip, even if the trip takes place over two consecutive workdays. The Travel Claim Worksheet is required for these types of travel.

When the entire length of a trip is less than 24 hours without an overnight stay, Internal Revenue Service regulations state that meals and incidental expenses M&IE shall not be reimbursed unless the traveler is away from home overnight. The overnight stay requirement does not apply to meal reimbursements authorized under the Hospitality Policy.

M&IE associated with trips without an overnight stay will be reported to University Personnel's Payroll and reported to the IRS as taxable income, subject to withholding.

When there is no overnight stay, please use the [Travel Claim Worksheet - No Overnight Stay](#).

Exception for Overnight Stay

If an exception to the IRS overnight-stay requirement is authorized by the Approving Official, the actual expense, with supporting detailed receipts, will be reimbursed. Under no circumstances will expenses for lunch be reimbursed for travel of less than 24 hours; only breakfast up to \$10.00 and dinner up to \$25.00 are reimbursable.

Travel Advances

Travel advances are available only for international, extended domestic [U.S. Territories](#)³, or team travel. Conference fees should be prepaid with the university [GoCard](#) directly to the conference. Exceptions for emergency situations will be evaluated on a case-by-case basis so plan accordingly.

Please Note: Travel advances are issued approximately 30 days before the trip start date, covering 80% of the originally requested amount. The remaining 20% is the employee's responsibility. This 80/20 rule helps ensure that employees do not owe funds back to the

³ Extended Domestic equals those [U.S. Territories](#) that are not immediately connected to the North American Continent, meaning there must be a body of water between the U.S. Territory and the site. This will be processed via the International Travel process in order to ensure employees can request a travel advance so as not to be out of pocket for these expenses.

university after their trip due to receiving an excess amount and also to ensure a reimbursement is submitted to complete the steps of closing out the trip.

Settling Your Advance

If funds for international travel were advanced to the traveler, this advance must be cleared by submitting a Travel Reimbursement request.

If the traveler did not spend the full amount of the advance, a personal check for the balance due, made payable to SJSU must be sent to the Payment Services department or a receipt for deposit from the Bursar will suffice.

If the traveler does not clear the advance within 60 days of the trip, the Travel Specialist will send a first reminder. Failure to submit the completed claim and documentation to the Travel Specialist within 10 days will result in the advance being classified as reportable income subject to payroll tax withholding as per IRS regulations. If this action is necessary, the privilege of receiving advances will be revoked.

Delinquent Reimbursement Submissions with Advances

A traveler or group leader with an advance in delinquent status will not be allowed to receive any additional travel advances for subsequent trips. A travel advance is considered delinquent if a travel reimbursement request has not been received by the Travel Specialist within 60 days of the completion of travel. See also, [Settling Your Advances](#).

Transportation

Transportation expenses consist of charges for commercial carriers, private car mileage allowances, overnight and day parking of state or privately-owned cars, rental cars, gas for rental cars, necessary taxi, bus, rapid transit fares, bridge and road tolls, and other charges essential to the transport to and from SJSU.

Reimbursement of transportation expenses will be based on the most economical method of transportation and the most commonly traveled route consistent with the authorized purpose of the trip. If the mode of transportation selected does not conflict with the needs of the campus, 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 must be shown on the travel reimbursement request.

Personal Transportation Between Work and Home

Expenses arising from travel between an employee's home and the university will not be allowed. In the instance where a trip commences or terminates at the traveler's home, the distance traveled will be calculated from either the traveler's home or the university, whichever results in a lesser distance. Exceptions to the above are:

- Where such expenses are incurred by call back for overtime work necessitating more than one trip to the work location on a normal work day or by any call back on an employee's normal day off. Please provide an explanation in the reimbursement.

- When travel to or from a common carrier commences or terminates before or after the regularly scheduled work day or on a regularly scheduled day off, the distance may be computed from the traveler's residence. Please provide an explanation in the reimbursement.

Airline/Airplane

Transportation by scheduled airlines shall be allowed at the lowest fare available at time of booking. Please be aware that last minute booking can be more expensive, so please plan accordingly.

Purchasing Tickets

Purchasing Airline Tickets through Official University Travel Agency:

Making reservations through the official university travel agency [Fell Travel](#), is the preferred method of booking. Doing so alleviates the financial burden on the traveler and places it on the university.

Purchasing Airline Tickets through an Internet Service:

The use of the internet to secure cheap airline tickets has become more and more prevalent, but there are significant risk factors to consider before purchasing a ticket in this manner. If purchasing such tickets make certain that nothing will prevent you from taking the scheduled flight[s]. When tickets are purchased in this manner, the traveler assumes all financial responsibility. Should the trip be canceled, the university will not reimburse for tickets purchased.

Economy Class Fares and Upgrades:

Airlines are increasingly offering stripped-down economy class fares by removing such amenities as assigned seats and the ability to bring carry-on baggage. This guide has stated, "Transportation by scheduled airlines shall be allowed at the lowest fare available at time of booking."

If the traveler requires an accommodation, please refer back to the section for Accommodations for [EARC](#).

If a traveler has a business reason for purchasing any amenities other than the lowest fare available, that reason should be noted in the FTS reimbursement document where Approving Officials can easily see it – preferably in the "Additional Trip Details" field. If the business reason for an upgrade is indicated in the FTS reimbursement request, approval of the request by an Approving Official indicates approval of the upgrade. If the business reason for an upgrade is not indicated in the reimbursement request, Finance will ask the traveler for a justification, and may refer weak cases back to the Approving Official for review.

Upgrades

Travelers may elect to upgrade their seats using personal resources. If not handled as a separate transaction, the FTS reimbursement request should include only the base fare amount.

If the purchase was made via a GoCard, the traveler will be asked to reimburse the University for the upgrade expense.

Rail/Train or Bus

Rail or bus transportation may be used when required by the destination or by business necessity.

Reimbursement for roomette Pullman accommodations will be allowed. If more expensive accommodations are used, the traveler must justify the expense in a written explanation submitted with the travel reimbursement request.

Unused portions of railroad and sleeping car tickets are subject to refunds and all steps necessary to secure refunds on such tickets shall be taken.

Car/Automobile

Rental Cars

A rental vehicle may be selected when renting would be more advantageous to the university than other means of commercial transportation.

Insurance Coverage

Employees must rent cars from the approved state car rental agency or [Fell Travel](#) in order to have auto liability insurance coverage sponsored by the university. In order to rent a vehicle under the state contract, the traveler must be identified as a state employee and have a valid driver's license. You may be asked to provide university identification at the time of rental.

The following rules apply to insurance coverage for rental cars obtained through the approved State car rental agency:

- On contract rental vehicles used in the contiguous United States, charges for additional insurance are not allowable, including any charge for a collision damage waiver [CDW].
- Additional charges for insurance coverage will not be reimbursed if a non-contract agency is used, unless no car rental company in the area has such an agreement with the university.
- The cost of full collision coverage for rental cars used in Alaska, Hawaii, U.S. possessions, and foreign countries, is allowable.
- A vehicle rented from an agency with which the university has an agreement is not covered by insurance when it is being used for a personal day of travel.

Additional Rental Car Information

Some rental car agreements contain special coverage provisions that differ from the general coverage rules detailed above. For additional information, refer to the [Car Rental Resources for State Travel](#). The university [Risk Management](#) should be contacted for information on campus-specific contracts or insurance coverage.

Travelers are **strongly encouraged** to return vehicles with a full tank of gas prior to dropping off the vehicle. Gas **should not** be purchased through the rental car agencies due to increased cost and additional fees that may be applicable.

Official Contracted Car Rental Companies

The primary approved car rental agency for all travel is Enterprise Rent-A-Car. In the event that the primary vendor is unable to provide service, the secondary vendor, Enterprise Holdings, Inc. [National Rental US] must be used.

Reservations with Enterprise Rent-A-Car should be made through Fell Travel in order to obtain the State contract rate. The list below includes maximum daily rates for compact vehicles.

Contractor	Enterprise Rent-A-Car	Enterprise Holdings, Inc. National Rental US
Base Rate	\$33.00	\$33.00
Max Rate	\$53.00	\$53.00

Travel Agency Assistance

Advance reservations should be made through [Fell Travel](#) whenever possible and a compact, economy, or intermediate vehicle classes should be requested. These classes should be used unless a no cost upgrade is provided. By using the official university travel agency, charges will be directly billed to the university and the traveler will incur no out-of-pocket expense.

Upgrades Rental Cars

Business justification is required for any rental vehicle upgrades above the specified classes.

Car - Transportation by Privately Owned Vehicles

Employees authorized to use a privately-owned vehicle to conduct official business must meet the following requirements:

- [Authorization to Use Privately-Owned Vehicles on State Business \[Std. 261\]](#) form must be on file with the supervisor who has approved the travel. By signing this form, you are acknowledging that you have insurance. When using your own car, your own private car insurance is the primary coverage. The university's liability coverage will only apply after the limits of your own coverage are reached.
- The vehicle must be covered by liability/collision insurance.
- The vehicle must be in safe mechanical condition and be equipped with safety belts in operating condition.
- If an employee uses their own vehicle for state business more than once a month, the employee must have satisfactorily completed a [defensive driving course](#) that is offered on campus through CSULearn.

Mileage

Where use of a privately-owned automobile is authorized for travel to or from a common carrier terminal and the automobile is not parked at the terminal during the period of absence, then a request may be filed for reimbursement. If the employee commences or terminates travel after the regularly scheduled work day or on a regularly scheduled day off, mileage may be computed from the employee's residence.

Expenses arising from travel between home or garage and the university shall not be allowed.

Where a trip is commenced or terminated at claimant's home, the distance traveled shall be computed from either the employee's office or home, whichever shall result in the lesser distance.

When claiming private automobile mileage, the automobile license plate number must be stated on the Travel Reimbursement request.

The mileage reimbursement rates link is listed below:

Mileage Rates	Refer to Annual IRS Standard Mileage Rates .
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The rates of reimbursement for mileage set out in the travel procedures include the cost of maintaining liability insurance at the minimum amount prescribed by law as well as collision insurance sufficient to cover the reasonable value of the vehicle, less a standard deductible.

To support reimbursement requests based on claimed distances, please furnish a printed map detailing your travel, serving as documentation to verify the mileage. Duplicate copies are not required for duplicate transportation requirements, one map will suffice.

Car - Defensive Driving Course

All employees authorized to use private vehicles to conduct university business must have satisfactorily completed a CSU approved defensive driving course. Defensive driving courses are offered on-line and can be requested using the [Finance and Business Services Training Request Form](#). For more information regarding defensive driving courses contact university [Risk Management](#).

Car - Privately Maintained Liability/Collision Insurance

Employees authorized to use a privately owned vehicle to conduct official state business must complete [Authorization to Use Privately Owned Vehicles on State Business \[Std. 261\]](#) form certifying the vehicle used will always be covered by liability insurance for the minimum amount prescribed by law and that other safety factors are in effect. This form should be retained by the supervisor who has the responsibility for approving the use of privately owned vehicles.

Authorization forms are valid for a period not to exceed one year. Once completed, this form must be verified, resigned, and dated annually by the employee to certify that it is current. In addition, employees must comply with the law [\[Vehicle Code Section 16028\]](#) that requires motorists to have evidence of vehicle insurance in their possession.

Each person who plans to drive a privately-owned vehicle should be aware that coverage must be provided by his/her insurance rather than through any state sponsored insurance program.

Insurance maintained by the state is only applicable to claims over and above the liability insurance maintained by the individual. The minimum prescribed liability insurance coverage an employee should carry is as follows:

- \$15,000 for personal injury to, or death of, one person;
- \$30,000 for injury to, or death of, two or more persons in one accident; and
- \$5,000 for property damage.

The normal practice of insurance carriers is to allow the occasional use of privately-owned vehicles on business trips without an increase in premium rates. If the privately-owned vehicle is used consistently on state business, the employee should contact his/her insurance carrier who may change the premium class.

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:

- The damage occurred while the vehicle was being used on official State business with the permission or authorization of the employing campus.
- The vehicle was damaged through no fault of the employee.
- The amount claimed is an actual loss to the employee, which is not recoverable either directly from or through the insurance coverage of any of the parties involved in the accident. The insurance companies of the parties involved are primarily responsible for reimbursement for damages, rather than the State of California.
- The amount of the loss claimed does not result from a decision of an employee not to maintain collision coverage.
- The claim is processed in accordance with prescribed procedures set forth in the State Administrative Manual.

Car - Motor Vehicle Accident Reporting

San José State University is self-insured for its motor vehicle liability insurance through a program administered by the State of California Office of [Risk and Insurance Management \[ORIM\]](#) at the California Department of General Services.

Whenever a state-owned vehicle, privately owned vehicle, or rental car driven on state business is involved in an accident, the driver of the vehicle must complete a [Vehicle Accident Report \[Std. 270\]](#) form within 48 hours and submit the form to:

**San José State University
Risk Management
One Washington Square
San José, CA 95192-0004
Fax: [408] 924-2159**

The immediate supervisor who authorized or permitted the employee to use the vehicle will ensure that the employee completes the Std. Form 270 or should the employee be unable to do so, the supervisor will complete it for the employee. Be sure to keep a copy for your internal records.

In all vehicle accidents that result in injury or serious damage, immediately telephone ORIM at [916] 376-5302. If no answer, leave a message where you can be reached on the next business day. Submit a Vehicle Accident Report [Std. 270] form within 48 hours. Advance copies of accident reports may also be sent to ORIM by fax at [916] 376-5277.

To report new accidents involving serious injury after normal working hours, on weekends, or holidays, call [916] 322-8967 and leave a message. You will be contacted on the next business day for more details.

ORIM has approved a new contract for providing additional accident investigation and adjusting services. Representatives of Southland Claims may contact employees for additional information regarding an accident. University employees, who are contacted by an adjuster from Southland Claims, may verify that the adjuster has been retained by the State by calling ORIM at [916] 322-0459.

Additional policy information pertaining to motor vehicle accidents is outlined in the [CSU Use of University and Private Vehicles Policy Guidelines](#).

For more information about SJSU driving requirements and to obtain required forms for both university and private vehicles, refer to university Risk Management [Driving on University Business](#).

Travel Insurance

All university employees, including those engaged by the university in connection with research grants and contracts, are routinely covered 24 hours a day, worldwide, against accidental death or dismemberment while on an official university business trip or while engaged in designated extra hazardous activities on behalf of the university.

Car/Automobile Insurance - See [Car/Automobile](#)

Workers' Compensation

In addition, all university employees are provided with Workers' Compensation coverage for work related injury or illness that occurs during a university-approved and funded business trip.

Insurance Coverage

For insurance coverage purposes, an official university business trip begins when the traveler leaves his/her residence or normal work location, whichever occurs last, and ends when the traveler returns to his/her residence or normal work location, whichever occurs first.

Additional Coverage with GoCard

The University's USBank GoCard also provides insurance with travel related purchases. Please refer to the [USBank Travel Accident Insurance document](#). *Please note: Purchases made without a GoCard might not be covered by their USBank policy. Purchases paid by the employee would need to review their own credit card insurance coverage policies.*

For additional information on university insurance coverage for employees, please refer to the [CSU Risk Management](#).

Information regarding insurance for international travel can be found on our webpage [Travel Insurance](#). Specific questions should be directed to university Risk Management at [408] 924-2159.

Emergencies

In case of emergencies while on travel status, the traveler should first contact emergency responders at their location. The traveler's appropriate administrator and the university [Risk Management](#) should be informed as soon as possible.

Employees covered by the CSU Group Life insurance plan through Standard Insurance Company are also covered by the MEDEX Travel Assist program [Group #7088] when traveling at least 100 miles from home or in a foreign country. For more information see your university Payroll/Benefits office. Additional information about coverage can be found at [CSU Systemwide Human Resources](#).

Accommodations through EARC

The Employment Accommodations Resource Center [EARC] is SJSU's independent administrative program. The program is charged with collecting confidential medical and professional verification of a qualified employee's disability to determine and prescribe reasonable and appropriate employment accommodations.

Any accommodations must be approved by the EARC prior to traveling. This includes extra seating, more legroom requirements, larger vehicle rental requests, etc. EARC will need to contact the Travel Specialist or the traveler will be required to forward any approvals given or uploaded to the travel reimbursement request. Contact information for the EARC is listed below.

[EARC](#)

Phone: [408] 924-6003

For email: employee-accommodations@sjsu.edu

Travel Reimbursement

Documentation Requirements

When requesting reimbursement please provide original, detailed/itemized receipts for **all** travel related expenses over \$75 for the following listed below:

- Airfare
- Lodging
- Rental car
- Conference Fees
- Registration Fees
- Miscellaneous Expenses

If an original receipt is lost, a duplicate or proof of payment [e.g., copy of check, bank or credit card statement] must be obtained in order to process the travel reimbursement. See also [SJSU Certification of Receipt of Goods \[pdf\]](#).

Processing and Reimbursement Turnaround Times

Once the traveler has submitted the Travel Reimbursement request with all correct and verifiable supporting documentation and appropriate approvals, the Travel Specialist will audit it for compliance with university and CSU policies. Complete Travel Reimbursement requests are generally processed within ten [10] business days of receipt, however, missing documentation, missing travel authorizations, and approvals can delay this process.

Travel Reimbursement Request Instructions

Within 60 days of trip completion, the traveler must submit a Travel Reimbursement request in FTS, along with all the required backup documentation/receipts. A Travel Reimbursement request is required for all trips in which an expense was incurred in connection with university travel, whether the expense was paid directly by the university or the traveler.

Non-Reimbursable Expenses

This section identifies various expenses not addressed elsewhere in this policy that are not permitted using university funds. Non-reimbursable expenditures can be characterized as those with a personal purpose and will not be reimbursed by the university. Per [California Government Code § 8314 \[b\]\[1\]](#),

The following non-reimbursable expenditures are only meant to provide examples of expenses that will not be reimbursed by the university. Such expenses include but are not limited to:

- Personal domestic ATM/credit card fees;
- Fines/citations;
- Clothing and accessories;
- Frequent traveler program participation;
- Account fees or deposits for FastTrack [or equivalent] that are not related to individual toll charges;
- Club membership fees;
- Luggage [lost luggage may be covered];
- Personal entertainment;
- Personal care; and
- Dependent/pet care.

International Travel

It is highly recommended that you submit your travel authorization at least **45 days** prior to your trip in order to meet the requirements of approvals and obtain trip insurance before traveling especially when it involves a high hazard/war-risk country. International travel requires approval from the President or his/her designee in addition to that of the Vice President/designee and Approving Official. War-Risk Countries require Chancellor's Office Approval.

Lodging [See [Appendix G](#)]

Travelers to foreign destinations will receive a fixed amount for lodging in accordance with the [Foreign Per Diem Rates by Location](#) published by the U.S. Department of State.

When staying in one location for 30 or more consecutive days but less than one year, the traveler is expected to seek long-term accommodations.

Meals and Incidental Expense [M&IE] [See [Appendix H](#)]

Travelers to foreign destinations will receive a fixed amount for M&IE in accordance with the [Foreign Per Diem Rates by Location](#) published by the U.S. Department of State. Detailed/itemized receipts for all expenses amounting to \$75.00 or more must be included with the reimbursement request. It is recommended that you utilize the Travel Claim Worksheet for processing Daily Expenses. This will be required for all Travel Reimbursement in FTS for travel with a departure date greater than 12/31/2023. The link to the form can be found in the [Travel Forms Appendix B](#).

If actual expenses claimed are greater than the rates outlined in Foreign Per Diem Rates by Location, the traveler must submit a written explanation with the Travel Reimbursement request.

Travel to High Hazard Countries

International travel to areas on the State Department's Travel Warning list or the CSURM's High Hazard Travel List requires pre-approval using the [Travel to High Hazardous Countries Form](#). The signed document should be uploaded to the travel authorization in FTS. Information regarding insurance for international travel and high hazard countries can be found in university Risk Management [Travel Insurance](#).

Special Fees for International Travel

Travelers may be reimbursed for unique costs associated with international travel such as:

- Actual cost of obtaining a visa,
- Tourist card and related affidavits;
- Charges for currency conversion,
- ATM and check cashing fees outside the U.S.;
- Cost of traveler's checks;
- Costs related to hiring guides, and translators;
- Cost of collision insurance on automobiles rented.

Travel Credit Card

GoCard Program

The university implemented the [GoCard Program](#) to prepay expenses related to official university travel.⁴ The card is issued only to SJSU staff responsible for arranging and coordinating travel for their department.

Travel must be approved in advance of making non-cancellable travel arrangements via the Travel Authorization in FTS. For non-university employees, travel related expenses must be approved in advance of making non-cancellable travel arrangements via the [Travel Approval Request](#) form. The GoCard provides the following insurance coverage:

- Car Rentals – When using the GoCard for car rentals, liability insurance is covered in the amount of \$500,000 per traveler.
- Life Insurance – When using a GoCard for expenses related to official university travel, life insurance is covered in the amount of \$500,000 per traveler.

Allowable GoCard Expenses:

- Airfare
- Car Rentals
- Conference fees
- Lodging
- Parking/Taxi/Shuttle
- Registration fees
- Toll Fees
- Travel arrangements made through the official university travel agency Fell Travel

Prohibited GoCard Expenses:

- Gasoline for private or rental vehicle
- Meals
- ANY expense not related to official university business
- Cash advances

For more information, please refer to the [GoCard Program Guide](#).

Non-Employee Travel

Travelers in this category include prospective employees, students and non-degree candidates, recruitment candidates, volunteers, foreign visiting scholars, spouses, and registered Domestic Partners. Domestic Partners and Spouses that require reimbursement that does not go through the employee's travel reimbursement request must go through Non-Employee Travel provided it can be established that the significant other's presence serves a bona fide University business purpose.

⁴ Prepay expenses are known as One-Time Charges in FTS.

Accreditation Team Member Travel Expenses

Payments to accreditation team members for travel expenses incurred for on-campus visits must be coordinated and approved by the Provost and Senior Vice President for Academic Affairs or designee prior to the visit. Payment is limited to actual expenses incurred for transportation, lodging and meals per the policy set forth in this guide.

Optional but not required: The department can submit a hard copy [Non-Employee Travel Claim Worksheet](#) with proper receipts attached, signed by the accreditation team member and the Approving Official where applicable. Under this procedure, accreditation team members will receive reimbursement through the mail after the visit.

Recruitment Travel Expenses - Faculty and Staff Applicants

Payments to applicants and their spouses or domestic partners for travel expenses incurred for on-campus interviews must be cleared and approved by the Approving Official. Payment is limited to policies set forth by SJSU in this document.

Meals for Applicants: Meals will be reimbursed as set forth in this document. An applicant and his/her spouse or domestic partner may be reimbursed for meals not provided by the department or university. University employees who incur the cost of meals for an applicant may request reimbursement for the expense as outlined in the Meal Reimbursement section of this document. Under state regulations, meal reimbursement is allowed for the applicant and their spouse or domestic partner only.

Reimbursement of Travel Expenses: Applicants' travel expenses which are not prepaid will be reimbursed through a [Non-Employee Travel Claim Worksheet](#). The department must submit the Travel Reimbursement expense with the proper receipts attached, signed by the applicant and Approving Official. Under this procedure the applicant will receive reimbursement through the mail.

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

Appendix A

Definitions

Approving Official: Management level staff consisting of MPP level employees and department chairs who have been delegated authority for the approval of financial expenditures.

Employee: Refers to all officers, administrators, faculty, and staff of SJSU, both full and part time.

Headquarters: Headquarters for each employee is 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, or as the Chancellor's Office may define in special situations. Where an office building or similar definite place constitutes the

employee's headquarters, no hotel or daily per diem expenses are allowed at any location within 25 miles of the headquarters. In cases where adherence to the 25-mile limitation creates an unusual and unavoidable hardship to the employee, exceptions may be granted by the President.

ID: Identification.

Incidental Expenses: See M&IE.

Lodging: Expenses for overnight sleeping facilities. Does not include accommodations on airplanes, trains, buses, or ships which are included in the cost of transportation.

Meals and Incidental Expense [M&IE]: Maximum travel per diem allowances for various type of travel by location with an overnight stay:

- 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](#)
- For International travel, rates set monthly by [Department of State](#)

Non-Employee Travelers: Travelers in this category include prospective employees, independent contractors and consultants, students and non-degree candidates, volunteers, foreign visiting scholars, spouses, and registered Domestic Partners.

Official University Business Travel: To be considered Official University Business Travel at least one of the following criteria must apply:

- A trip is certified by the President or designees to be essential to university operations;
- The trip relates directly to university programs including professional development activities and objectives;
- The trip is to a meeting of a professional association or society to deliver a paper, to serve as moderator or group leader, to serve on a panel, or to fulfill obligations as an association or society officer; or
- The trip has as its primary purpose recruitment of faculty or administrative personnel.

Personal Purpose: Means those activities the purpose of which is for personal enjoyment, private gain or advantage, or an outside endeavor not related to state business.”

President: The President of SJSU or his/her designees.

Receipt: A detailed/itemized written acknowledgment of money received, obtained from the place of purchase. For substantiation of an expense, a receipt indicates what was purchased, the amount due, the form of payment and preferably a zero balance. Credit card slips and credit card statements are not considered receipts.

Residence: A place of primary dwelling shall be designated for each employee. A primary dwelling is defined as the actual dwelling place of the employee. Per Diem or other subsistence expenses will not be reimbursed if incurred at an employee's residence.

Subsistence Expenses: Expenses such as [1] Lodging, including taxes and service charges; [2] Meals and incidentals, including taxes and tips.

Substantiated Expense: Generally, a traveler must be able to substantiate claimed expenses by adequate records and/or sufficient evidence corroborating the traveler's own written statement as to [1] amount, [2] time and place, [3] business purpose, and [4] name[s] for whom the expense was incurred.

U.S. Territories/U.S. Possessions: The U.S. has five permanently inhabited territories.

- Puerto Rico
- U.S. Virgin islands
- Guam
- Northern Mariana Islands
- American Samoa

Appendix B

Travel Forms

Note: PDF format forms require the free [Adobe Acrobat Reader](#) for viewing.

[Authorization to Use Privately Owned Vehicles on State Business Std. 261 \[pdf\]](#)

[Hotel/Motel Transient Occupancy Tax Waiver Exemption Certificate Std. 236 \[pdf\]](#)

[Fell Travel Reservation Form](#)

[Maximum Lodging Limits Justification Form](#)

[Travel to High Hazardous Countries Form](#)

[SJSU Certification of Receipt of Goods \[pdf\]](#)

[SJSU Travel Approval Request \[pdf\]](#)

[SJSU Travel Checklist](#)

[Travel Claim Worksheet - SJSU Employee Travel](#)

[Travel Claim Worksheet - SJSU Non-Employee Travel](#)

[Travel Claim Worksheet - SJSU No Overnight Stay](#)

[Vehicle Accident Report Std. 270 \[pdf\]](#)

Appendix C

References

Note: PDF format documents require the free [Adobe Acrobat Reader](#) for viewing.

[California Government Code § 8314 \[b\]\[1\]](#)

[CSU Systemwide Human Resources](#)

[CSU Systemwide Risk Management](#)

[CSU Travel Policy and Procedures](#)

[CSU Use of University & Private Vehicles Guidelines](#)

[Department of General Services Car Rental Resources for State Travel](#)

[Department of General Services Risk and Insurance Management \[ORIM\]](#)

[Department of General Services Statewide Travel Program](#)

[Driving on University Business](#)

[Financial Transaction Services \[FTS\]](#)

[SJSU Delegation of Authority for the Approval of Financial Expenditures](#)

[SJSU Finance and Business Services Training Request Form](#)

[SJSU GoCard Program](#)

[SJSU Hospitality Guidelines](#)

[SJSU Requisition](#)

[SJSU Travel Insurance](#)

[U.S. Department of State Foreign Per Diem Rates by Location](#)

[U.S. General Services Administration Federal Per Diem Rates](#)

[U.S. Defense Travel Management Office Per Diem Rates](#)

Appendix D

Contacts - University Departments

[Employment Accommodations Resource Centers](#)

Appendix E

Virtual Travel

[Virtual Conferences/Training: How & When to Submit in FTS](#)

[Virtual Meetings/Conferences FAQ's](#)

Appendix F

Reporting Tips and Gratuities

Scenario	Type of Expense	Report As
Tips given to hotel staff [such as bellhops, baggage carriers, porters, hotel housekeepers], stewards, and hotel servants in foreign countries.	Incidental Expense	Included as part of the location-based federal per diem rate for meals & incidentals.
Tips for meals.	Incidental Expense	Included as part of the location-based federal per diem rate for meals & incidentals.
Tips given to taxi, shuttle service, courtesy transportation driver, or	Transportation Expense	Actual reasonable cost incurred; included as part of transportation expense.
Tips given to valet parking attendant	Parking Expense	Actual reasonable cost incurred; included as part of parking fee.

Appendix G

Lodging Limits

The following chart summarizes the maximum rates authorized for lodging incurred while on travel status:

Time	48 Contiguous United States	Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and US Possessions	International
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Less than 24 Hours	Actual lodging not to exceed \$333/night for travel on or after 4/18/24*.	Actual lodging not to exceed \$333/night for travel on or after 4/18/24*.	Location-based federal per diem rate
Less than 30 Days	Actual lodging not to exceed \$333/night for travel on or after 4/18/24*.	Actual lodging not to exceed \$333/night for travel on or after 4/18/24*.	Location-based federal per diem rate
30 Days or More	<ul style="list-style-type: none"> • Authorized per diem allowance based on estimate of actual daily expenses; • Not to exceed the applicable location-based federal per diem rate 	<ul style="list-style-type: none"> • Authorized per diem allowance based on estimate of actual daily expenses; • Not to exceed the applicable location-based federal per diem rate 	<ul style="list-style-type: none"> • Authorized per diem allowance based on estimate of actual daily expenses; • Not to exceed the applicable location-based federal per diem rate
In Excess of One Year	Authorized per diem allowance up to 150% of the applicable 30 Days or More per diem rate	Authorized per diem allowance up to 150% of the applicable 30 Days or More per diem rate	Authorized per diem allowance up to 150% of the applicable 30 Days or More per diem rate

*For travel **prior to** 4/18/24, the lodging limit is \$275.

Appendix H

M&IE Reimbursement Limits

The following chart summarizes the maximum rates authorized for M&IE incurred while on travel status:

Time	48 Contiguous United States	Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and US Possessions	International
Less than 24 Hours	No reimbursement	No reimbursement	No reimbursement
Less than 24 Hours Overnight Stay	75% of the location-based federal per diem rate	75% of the location-based federal per diem rate	75% of the location-based federal per diem rate
Less than 30 Days	75% of the location-based federal per diem rate on the first and last	75% of the location-based federal per diem rate on the first and last	75% of the location-based federal per diem rate on the first and last

Time	48 Contiguous United States	Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and US Possessions	International
	day of travel. 100% of the location-based federal per diem rate on full days of travel.	day of travel. 100% of the location-based federal per diem rate on full days of travel.	day of travel. 100% of the location-based federal per diem rate on full days of travel.
30 Days or More	Authorized per diem allowance based on estimate of actual daily expenses. Not to exceed the applicable location-based federal per diem rate.	Authorized per diem allowance based on estimate of actual daily expenses. Not to exceed the applicable location-based federal per diem rate.	Authorized per diem allowance based on estimate of actual daily expenses. Not to exceed the applicable location-based federal per diem rate.
In Excess of One Year	Authorized per diem allowance up to 150% of the applicable 30 days or more per diem rate.	Authorized per diem allowance up to 150% of the applicable 30 days or more per diem rate.	Authorized per diem allowance up to 150% of the applicable 30 days or more per diem rate.

Appendix I

Meals Provided as Part of Event

If the trip includes meals that are already paid for, such as through a conference registration fee, the provided meals must be deducted from the meals & incidentals per diem rate by using the GSA M&IE Breakdown. For example:

Meals & Incidental Total ⁵	Breakfast	Lunch ⁶	Dinner	Incidental Expenses	First & Last Day of Travel ⁷
\$59.00	\$13.00	\$15.00	\$26.00	\$5.00	\$44.25

*See footnotes at bottom of this page.

Appendix J

Travel of Less than 24 Hours - M&IE Reimbursements

Subsistence Expenses: Meals & Incidental Expenses [M&IE]: Less than 24 Hours Travel does not allow for the reimbursement of M&IE for travel of less than 24 hours unless the traveler is away from home overnight as supported by a lodging receipt or other evidence explaining why the traveler was unable to obtain a receipt. The following examples from IRS illustrate the application of the overnight rule:

Example 1: A consulting engineer works with clients in a three state area by making one day trips to each client. The traveler frequently leaves home at 6:30 a.m. and does not return until midnight. During the day, the traveler stops in a rest area for 20 minutes to refresh for the drive home. The cost of M&IE cannot be deducted on these trips because the traveler is not away from home long enough to obtain substantial sleep or rest.

Example 2: An employee is required to travel from Milwaukee to Madison to work on a project. The employee leaves home at 11:00 a.m. on Monday, with plans to return home the same day. Unable to complete the project on Monday, the employee spends the night in Madison. After completing the project the next day, the employee returns to Milwaukee by 10:30 a.m. Even though the employee had not planned to spend the night and was gone for less than 24 hours, the “away from home” rule was met because the traveler spent the night away from residence on business.

Example 3: An employee is required to travel from Dallas to Austin to work for the day. The employee leaves home at 6:30 a.m. and returns that night at 10:00 p.m. On the trip home the employee stops for dinner and rests in the car for two hours. Even though the employee has been away from home for substantially longer than her normal workday, it is not considered to be in travel status. The courts have ruled that stopping for a meal or a rest in a car does not meet the substantial “sleep or rest” rule.

Example 4: A government agency supplies office equipment to other agencies within the state. An employee drives a tractor-trailer with equipment from the warehouse in Sacramento to an

⁵ This column lists the full daily amount employees receive for a single calendar day of travel when the day is not the first or last day of travel.

⁶ If lunch is provided as part of an event, \$15.00 must be deducted from the per diem rate for the day. \$59.00 - \$15.00 = \$44.00 is the reimbursable per diem rate for that day.

⁷ This column lists the amount employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

agency in San Diego. After 10 hours, the employee stops and rents a room at a rest stop for a 4-hour nap before completing the round trip. Because the driver rented a room to sleep, he is considered to have met the “sleep or rest” rule. Reimbursements for M&IE and lodging are not taxable to the employee if the accountable plan rules are met.

Appendix K

Frequently Asked Questions [FAQs]

Lodging

Q: Can travelers book AIRBNB, VRBO and alike?

A: Yes, with the same requirements listed under [Lodging](#).

Airfare

Q: What constitutes "Coach" since many airlines offer other categories [ie: Super Saver, Business Class, etc]?

A: The cheapest fare may not be appropriate given some airlines restrictions on the cheapest fare such as no baggage carry-on. Travelers should select the most cost-effective fare given the length of trip.

Per Diem

Q: Will the traveler be reimbursed for per diem M&IE if the official travel is less than 24 hours?

A: No. However, 75% of the per diem M&IE may be allowed if the travel includes an overnight stay as supported by a lodging receipt. [See Less Than 24 Hours Travel](#)

Q: What determines a traveler's per diem reimbursement rate?

A: The traveler's assignment location determines the per diem reimbursement rate.

Q: What per diem reimbursement rate will the traveler receive if a meal[s] is provided or is included in the registration fee?

A: The per diem M&IE must be adjusted for meals provided by deducting the appropriate amount based on the GSA website. Please refer to the Travel Claim Worksheet Instructions.

Q: What allowance will the traveler be paid for M&IE?

A: Please see the table below:

Timing	Allowance
First Day on Travel Status	75% of the applicable M&IE per diem rate
Subsequent Day on Travel Status	100% of the applicable M&IE per diem rate

Last Day on Travel Status	75% of the applicable M&IE per diem rate
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Q: Where does the traveler find the M&IE per diem rates?

Traveling To	Update Frequency	Rates Set by the Link
Continental United States	Annually every October 1	General Services Administration
Non-foreign Areas [Alaska, Hawaii, US Possessions]	Annually	Department of Defense, [Per Diem, Travel and Transportation Allowance Committee [PDTATAC]
International	Beginning of each Month	Department of State

Q: What per diem reimbursement rate will the traveler receive if they went to multiple business locations in a single day?

A: M&IE per diem rates will be based on the location “where the traveler spent the night”.

Q: Does the traveler need to submit receipts when claiming per diem allowance?

A: No. Expenses reimbursed using per diem allowance do not require supporting receipts as long as the claim meets other substantiation requirements, including date, place, and business purpose.

Q: What expenses are included in the per diem rate for M&IE?

A: Meals include expenses for breakfast, lunch, dinner, and related tips and taxes. Incidental expenses include fees and tips given to porters, baggage carriers, and hotel staff.

Q: I need to stay overnight on Saturday and Sunday for a meeting on Monday and Tuesday, can I get per diem for the weekend?

A: Is the employee required to stay over the weekend in order to attend the Monday and Tuesday meetings? If so, then yes, the per diem would be payable to the employee. If the employee is staying over the weekend per choice, that is a personal choice and expense to the individual.

Q: Can the old form for Travel Claims be used for 2024?

A: No, the old form can only be used for 2023 Departure trips.

Q: If we have budgetary limitations, how does the per diem work?

A: The change in the travel policy specifically relates to meals and incidentals moving to a per diem reimbursement. If there are budget limitations related to a specific event where travel is involved and the costs of travel exceed that budget, an employee may be given the option to still participate in the event knowing that additional costs would be their responsibility. The employee can not be required to attend the event if there are budget constraints that don't allow for full funding. That being said, there are many components that could make up travel costs with per diem being one of them. When travel is involved, the per diem policy should

be followed which includes the published applicable rates. Those rates should not be changed except as required by policy [i.e. adjusted for first/last day of travel and any meals provided].

Q: Due to budgetary limitations, can we manipulate the form to meet our needs?

A: We recommend you do not manipulate the Travel Claim Worksheet. It's best to decrease the amount approved in FTS, rather than to manipulate the worksheet. [Refer to previous question] For non-employee travel claims, add a note in the email with the approved amount for reimbursement with an explanation about the reduced amount.

Q: If meals were provided and there are no per diems to be claimed, do we still have to include the worksheet?

A: Yes, please select "Not claiming per diems" under Rate Type for the specific travel day.

Q: Can our department collect receipts regardless of the new per diem policy?

A: When actual receipts are provided for reimbursement then you are no longer following the per diem policy and have opted to have a more restrictive policy related to meals for these circumstances. The total receipt should be reimbursed unless the campus policy indicates a maximum amount for reimbursement and the receipt exceeds that amount.

This adds more work than is necessary and we do not encourage this practice as we will have to enforce it with the entire campus, so the long answer is No, we do not collect receipts and follow the CSU's Policy on this process.

Q: Can I use the per diem policy on other types of reimbursement?

A: Per diem reimbursement process should not be commingled with other types of reimbursement processes.

Q: Can our department pay full per diem amounts and choose not to cover or partially cover other expenses such as registration fees, lodging, etc.?

A: Yes, this is allowed to accommodate for the required per diem reimbursement amounts as long as the traveler agrees to the approved budget and reimbursement amount.

Q: Can we reject the incidental amount [for faculty]?

A: No, the per diem is owed to the employee unless it was agreed upon prior to the travel authorization and stated in documentation.

Q: Are you saying that if the entire cost of the trip cannot be funded by a single funding source, the trip should not be allowed? Or can we pay full per diem but then choose to not cover or partially cover perhaps their registration fee, or choose to not pay their mileage?

A: 1. No, the statement applies only to per diem amounts. 2. Yes, this is correct. Keep in mind though that you can't require someone to travel or attend an event if the budgeted amount for travel does not cover the full amount of the costs, it would need to be optional on whether they still choose to attend knowing they had a set limit to the amount of travel costs that would be reimbursed.

Travel Claim Worksheet Guidance

Q: Where do I add conference registration fees in the non-employee travel claim worksheet?

A: Please add the fees under the Advance section as stated by the Travel Claim Worksheet Guidance on the first tab.