

## TRAVEL POLICY #109

<b>Policy Administrator:</b>	Executive Director or designee
<b>Authority:</b>	Section 89900 of the Education Code and Section 42400 of Title 5 of the California Code of Regulations
<b>Effective Date:</b>	11/15/82
<b>Updated:</b>	6/23/22, 03/28/24
<b>Cross References:</b>	CSUF Travel Policy and Procedures

**Policy Statement:** CSU Fullerton Auxiliary Services Corporation (Auxiliary Services) reimburses official business-related expenses for essential travel. Travel costs are transportation, lodging, subsistence, and related expenses incurred by employees or other authorized personnel who are travelling on official Auxiliary Services business.

**Background:** Travel reimbursements under this policy are the lower of actual expenses versus Established Rate. The most appropriate “Established Rate” to be applied to such travel reimbursement is that of California State University, Fullerton.

There is no applicable statute or other state requirement regarding travel reimbursements for representatives of nonprofit corporations where the funding is not from state sources. Considering the foregoing, Auxiliary Services adopted CSUF’s Travel Policy and Procedures as its general travel policy.

**Exceptions:** For two (2) reasons, it is necessary and expedient for Auxiliary Services to provide exceptions within its general travel policy:

1. Because the general policy standards are worded in rigid terms which may not be cost-effective when applied to all circumstances. When an exception is approved, expenses will only be reimbursed to the extent of actual costs incurred, provided such costs are determined to be ordinary, reasonable, not extravagant, and necessary under the circumstances.
2. Auxiliary Services does not require receipts for the established per diem rate.
3. CSUF’s Travel Policy and Procedures does not speak to exceptions when non-state (Auxiliary Services) funds are used. Accordingly, Auxiliary Services policy delegates authority to the Executive Director to make exceptions to the foregoing travel reimbursement standards where the circumstances warrant a cost-effective exception. In addition, Auxiliary Services policy delegates to the Board Treasurer/Assistant Secretary the authority to make exceptions regarding travel reimbursements to the Executive Director.

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