

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**  
**UNIVERSITY STUDENT UNION, INC.**

**FINANCE POLICY**

**SUBJECT:** Travel

**REFERENCE:** CSUN Travel Manual; HR 2004-35

**POLICY:** The University Student Union will authorize through its operating budget travel costs, which includes subsistence expenses, business expenses, transportation expenses, and incidental expenses. Travel reimbursements will be made on a travel expense claim form and will conform to USU travel procedures. The amount allowable shall be equivalent to the amounts set by the State Board of Control, which also regulates the University's rates.

Travel may also be funded through unallocated reserves or other alternative funding sources at the discretion of the Executive Director/designee.

**DEFINITIONS:**

1. Subsistence expenses consist of the charges and expenses for meals, lodging, and all other business-related expenses incurred while on travel status.
2. Business-related expenses consist of charges for business phone calls, equipment or supply purchases, and all charges necessary to the completion of official USU business.
3. Transportation expenses consist of charges for commercial carrier fares; rental cars; private car mileage allowances; bridge and road tolls; necessary taxi, bus, rapid transit fares; and other similar charges essential to achieve the purposes of the authorized trip.
4. Incidental expenses include but are not limited to fees, and tips for waiters and baggage handlers. It does not include expenses for laundry, cleaning and pressing of clothes, personal cab fares, personal telephone calls, or movies.

*Recommended by the Finance Committee on December 6, 2005.*  
*Approved by the University Student Union, Board of Directors on December 19, 2005.*

USU 9/19/2008 6:45 PM

**Comment [1]:** Place the effective date here. Beneath it, list the date of the policy which it supersedes. Below the supersede date, add the name of the previous policy (if the name changed). The last line is for the page numbers.

USU 9/19/2008 6:41 PM

**Comment [2]:** Header must be in caps

USU 9/24/2008 3:37 PM

**Comment [3]:** Major Categories for USU polices:

- Fiscal
- Personnel
- Facilities/Commercial Services
- Corporate
- Programs

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**Comment [4]:**

- Policy answers the philosophical question – Why? What is the intent of the practice?
- What is allowed?
- What is NOT allowed?

Policy only can be changed by the BOD and those changes are usually recommended by a committee.

USU 9/24/2008 4:04 PM

**Comment [5]:** Italicize these lines at the bottom of the first page

**University Student Union, Inc.**  
**Travel Procedures**

USU 9/24/2008 3:42 PM

**Comment [6]:** Procedure:  
Steps to be taken to adhere to the policy. Procedures can be changed by staff without BOD approval

USU 9/12/2008 1:22 PM

**Comment [7]:** Use Roman Numerals

**I. Travel Expense Claim Form**

- A. No travel expense shall be paid unless submitted on a travel expense claim form or other form approved by the USU. All travel expenses shall be properly itemized, accompanied by the necessary receipts, signed by the claimant and approved by the duly authorized supervisor. It is the responsibility of the supervisor to ascertain the necessity and reasonableness of expenses for which reimbursement is claimed. Excessive or unreasonable expenses will be not be reimbursed.
- B. Travel expense claim forms shall be submitted within seven working days after the employee has returned to work. At the end of the fiscal year, travel expenses claimed for July 1 and beyond must be on a separate travel expense claim from those claimed for June 30 or earlier.
- C. Each employee when making a claim for travel expenses must show the inclusive dates of each trip for which expenses are claimed and the times of departure and return.
- D. Each employee must state the purpose or objective of the trip
- E. Each claim for payment of travel expenses shall contain a certification that the expense claimed on the form is a true statement of the travel expenses incurred and that all expenses were incurred for the official business of the University Student Union, Inc.

**II. Receipts**

- A. All travel expenses must be itemized and substantiated with receipts attached to the travel expense claim form. Receipts are not required for the following:
  - ☐ Meals if the daily meal reimbursement rates (formerly per diem rates) are utilized.
  - ☐ Incidental expenses if the daily incidental reimbursement rate is utilized.
  - ☐ Street car, bus, rapid, transit and ferry fares; bridge and road tolls.
  - ☐ Long distance telephone if the date, place, and party called are shown unless the telephone call is in excess of \$5.00.
  - ☐ Parking fees of \$10.00 or less for any one continuous period of parking.
- B. In cases where receipts cannot be obtained or have been lost, a statement to that effect shall be made and the reason given.

**III. Reimbursement of Subsistence Expenses**

- A. The current maximum daily reimbursements for meals and incidentals allowed by the University will be reimbursed. Currently, \$55.00 for meal cost and incidentals may be reimbursed for each complete 24 hour period. Itemized claims for reimbursement up to this amount may be paid. In addition actual lodging costs supported by receipts will be reimbursed if approved by the Executive Director/designee.
- B. When attending a convention or conference, employees may be reimbursed for actual subsistence expenses higher than the maximum allowable daily rates if such expenses are beyond the control of the employee and actual receipts are provided.
- C. Maximum daily meal reimbursement and incidental amounts are as follows:

☐ Breakfast	\$10.00
☐ Lunch	\$15.00
☐ Dinner	\$25.00
☐ Incidentals	\$ 5.00
- D. The daily meal reimbursement rate will be reduced if meals are included in the registration fee of a conference or seminar. For example if lunch is included in the

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**Comment [8]:** Bullets are used for emphasis  
(What's important for staff to identify quickly?)

registration fee for each day of a two day seminar, the daily maximum meal reimbursement would be reduced by \$15.00 each day.

- E. For travel which is the last fractional part of period of travel of more than 24 hours, actual meal costs may be claimed up to the maximum meal reimbursement rate, if itemized in accord with the following:
  - ¶ If travel extends past 9:00 a.m., a breakfast may be claimed
  - ¶ If travel extends past 2:00 p.m., a lunch may be claimed
  - ¶ If travel extends past 6:00 p.m., a dinner may be claimed
- F. For travel which is less than 24 hours in duration, actual meal costs up to the maximum meal reimbursement may be claimed:
  - ¶ For breakfast if the travel extends before 7:00 a.m. and for dinner if the travel extends past 6:00 p.m.
  - ¶ Expenses must be incurred more than 25 miles from the employee's normal work location.
  - ¶ Employees who travel for less than 24 hours may not claim any reimbursement for lunch.
- G. Headquarters is defined as the place where the employee spends the largest portion of regular work days or working time. No subsistence expenses shall be allowed within 25 miles of headquarters.

#### **IV. Transportation Expenses**

- A. Reimbursement will only be made for the method of transportation which is in the best interest of the University Student Union considering both direct expense as well as the employee's time. The employee may use a more expensive form of transportation and be reimbursed at the less expensive mode of travel as long as both modes of transportation are shown on the travel expense claim form. For example, an employee chooses to drive his private vehicle to San Jose from the USU for a conference although it is actually less expensive to fly. The employee would be reimbursed for the cost of the flight and not for his total mileage since travel by air is the method of transportation which is in the best interests of the USU:
  - 1. Claims for transportation by scheduled airline shall be allowed at the lowest fare available on the date of the origination of the flight.
  - 2. Expenses arising from travel between the employee's residence and headquarters shall not be allowed.
  - 3. The use of a motorcycle or motor-driven cycle is not allowed in the conduct of official University Student Union business.

#### **V. Transportation by Private Automobile**

- A. When the traveler is allowed to operate a privately owned automobile in the conduct of official University Student Union business, the traveler will be reimbursed for the following:
  - ¶ The IRS Federal Standard Mileage Rate in effect at the time of travel. This rate changes periodically.
  - ¶ Day parking when on trips away from headquarters.
  - ¶ Overnight public parking when on trips from headquarters and the city of his residence.
  - ¶ Ferry, bridge, or toll road charges.
- B. Expenses for gasoline and routine car repairs will not be reimbursed.
- C. All employees authorized to use a private automobile in the conduct of University Student Union business must be licensed drivers and have the minimum liability

insurance required by law. The automobile must be equipped with safety belts in operating condition and be adequate for the work to be performed.

- D. Employees are encouraged to use MAPQUEST.COM or other internet mapping source for estimating reimbursable mileage and attach it as part of the travel expense claim.

**VI. Travel Advances**

- A. Employees may receive travel advances for up to 100% of the estimated out-of-pocket expenses of a trip.
- B. The employee must fill out a request for travel advance and submit it to accounts payable a minimum of seven business days before the advance is needed.
- C. If a trip is cancelled, the advance must be returned immediately.
- D. The travel expense claim form must be submitted to substantiate travel expenses. If the advance exceeds the substantiated expenses, the employee must submit a check, cash, or money order with the travel expense claim form in order to return the excess.

**VII. Use of Corporate Credit Card for USU Travel**

- A. The use of the corporate credit card is strongly encouraged for booking transportation, hotel, conference, and convention expenses.

*This procedure was revised on July 1, 2007.*

Debra L. Hammond, Executive Director  
University Student Union

DATED: July 1, 2007

USU 9/12/2008 1:27 PM

**Comment [9]:** *Italicize*

USU 9/24/2008 3:39 PM

**Comment [10]:** The Executive Director's signature is needed on procedural changes only

USU 9/24/2008 3:40 PM

**Comment [11]:** Submit the original signature document to Administration

USU 9/1/2011 7:06 PM

**Comment [12]:** All policies that you currently have need to be put in this formant and e-mailed to the Manager, Administration and Communications