

Travel Expenses and Allowances

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Purpose

The purpose of the Policy on Travel Expenses and Allowances 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 ASI business.

Policy Statement

It is the policy of the Associated Students, Incorporated 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 Expenses and Allowances applies to all employees and agents of the Associated Students, Incorporated (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.

Who Should Know This Policy

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Budget Area Administrators | <input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Management Personnel | <input type="checkbox"/> Program Advisors | <input checked="" type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> Supervisors | <input type="checkbox"/> Volunteers | |

Definitions

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

Term	Definition
Business Expenses	Charges for business phone calls and telegrams, 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.
Official ASI Business	Attendance at conventions, conferences and business meetings for the purpose of serving as an authorized representative of the Associated Students, Incorporated 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.
Residence	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.
Subsistence Expenses	Charges and attendant expenses for meals and lodging and all charges for personal expenses incurred while traveling on official ASI business.
Travel	Time spent away from an employee's workplace or residence for the purpose of conducting official ASI business
Workplace	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.

Regulations

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. In no event shall expense accounts totaling less than \$1.00 be rendered or paid.

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.

3.1 Meals and Incidental Expense Allowances

Up to \$50.00 for meals and \$5.00 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:

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Incidentals</u>	<u>TOTAL</u>
\$10.00	15.00	25.00	5.00	\$55.00

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 \$5.00 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 \$55.00 and do not need to be receipted.

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 Associated Students, Incorporated (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. Personal communications such as long distance calls allowing employees to stay in reasonable contact with their immediate family are also reimbursable business expenses. For cost-effectiveness, employees are encouraged to subscribe to a long distance discount service.

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.

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:

- 1)** 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.
- 2)** Subsistence allowances
- 3)** Streetcar, bus, rapid transit, and ferry fares; bridge and road tolls regardless of state.

- 4) Long distance telephone or telegraph 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, bus, streetcar, 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 or mileage paid 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.

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.

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.

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 American Express Card (requested from the Business Office). 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.

8.2 Bicycle

Where a privately owned bicycle is used in the conduct of official ASI business, the employee will be allowed to claim 4 cents per mile.

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 coupon if one was issued. If no flight coupon 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.

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.). Employees can either submit a form each time they drive, or they can submit a "blanket" form at the start of each semester. Employees who file a blanket form must then notify their immediate supervisor each time they leave campus using their personal vehicle for company business. Failure to follow these precautions will result in the employee not being covered by Worker's Compensation insurance for personal injuries sustained in an accident.

University policy requires that all individuals who drive their personal vehicles on official business more than once per month complete a defensive driving course.

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 44 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 Railroad Transportation

No more than actual fare on any transportation service, in accordance with the latest tariffs at the time the trip was made, shall be allowed. Special rates and round-trip rates shall be used whenever possible.

Reimbursement for roomette Pullman accommodations will be allowed. Where it is necessary to use Pullman accommodations more expensive than a roomette, a full explanation stating the facts constituting the official necessity shall accompany the Travel Expense Claim together with an original receipt.

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.

Meals incurred while on overnight train travel will be reimbursed in accordance with Section 3.1.

Tickets for rail transportation or Pullman accommodations may be purchased by cash, credit card, or ticket order with an authorized vendor. If purchased by credit card or by ticket order, this fact should be noted on the individual's expense claim.

12.0 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.

12.1 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.

13.0 Return of Deceased Employees

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. Actual costs of the following will be considered necessary travel expenses for which reimbursement will be made.

In all cases, regardless of mode of transportation:

- Telephone or telegraph charges for shipment arrangements.
- Transportation of the remains to the funeral home preparing the remains for shipment, not in excess of \$1.00 per mile one way.

When a portion of the shipment is by common carrier:

- Transportation by common carrier to the receiving point nearest the official workplace or place of burial within California.
- Transportation not in excess of 50 cents per mile one way from a funeral home to the workplace location or place of burial within California.
- Outside transportation case and casket or rental of metal transfer case not to exceed \$100.00 plus taxes.
- When shipment is made by funeral coach alone, transportation costs not to exceed 50 cents per mile one way, from the pickup point to the official workplace or to the place of burial within California.

14.0 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.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Travel Authorization Request	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
Travel Expense Claim	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
Authorization to Use Privately Owned Automobile	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 anytime prior to using personal vehicle and update annually at or near the beginning of the fiscal year