

University Enterprises, Inc. Policies and Procedures	Policy No. 2035
Section: Business Services Policy: Travel Policy Effective or Revised: December 11, 2015	

University Enterprises, Inc. Travel Policy

I. PURPOSE

To provide management with policy and regulations governing business travel and to assure that funds allocated towards travel are appropriately used, properly authorized, for a documented business purpose, substantiated by applicable receipts, correctly processed for payment, and in compliance with all applicable regulations and agreements.

II. SCOPE

This policy applies to all UEI personnel.

III. POLICY

A. Policy Provisions

1. Covers attendance at conferences and meetings and is limited to persons immediately concerned with the topics to be discussed or the business to be transacted.
2. UEI will only pay or reimburse for travel related expenditures that are ordinary, reasonable, not extravagant and necessary to conduct official UEI business.
3. Employees will act in an ethical and responsible manner, regardless of whether a particular rule or policy statement addresses a specific situation.
4. A traveler may choose to spend more than the allowances provided – however, he/she would be responsible for the amounts above the allowances; unless a business related purpose is provided and an exception approval is obtained
5. Actual transportation expenses will be reimbursed based on the most economical mode and route. Transportation expenses include: carrier fares, car rental charges, private car mileage allowances, parking, tolls, taxis, etc. Receipts are required for expenses of \$25 or more. Prior approval is required for all travel. Travel requests from staff should be approved by the appropriate department director or designee. The travel requests for a department director should be approved by the Executive Director, or designee. The Executive Director's travel should be approved by the Chief Financial Officer or designee.
6. Proof of minimum required insurance coverage is required before regularly conducted company business is authorized in a private automobile.
7. Travel expenses directly related to official UEI business are reimbursable.
8. Travelers may alter travel for personal convenience if there is no additional cost to UEI or loss of productivity.
9. Spousal/registered domestic partner travel will only be reimbursable by UEI when significant other's presence serves a bona fide UEI business purpose.
10. Any exceptions to the Travel Policy require written approval of the Executive Director.

B. Regulations

1. A corporate business card can be used in place of cash travel advances for airfare, lodging, rental car fees, and other costs incurred while conducting UEI business.
2. Cash advances must be issued 1 – 30 days in advance of when an expense is to be paid or incurred.
3. A traveler should have no more than one outstanding advance at any time.
4. If a trip is cancelled or postponed, or employment ceases, the advance must be returned immediately to Business Services.
5. For unbudgeted travel, a Travel Request Form must be completed and submitted to the traveler's supervisor for approval at least 30 days prior to travel.
6. An approved Travel Expense Claim Form with appropriate receipts, Travel Request and conference agenda must be submitted to Business Services within 30 days after completion of travel.
7. Other than mileage and parking reimbursements, travel expenses must be incurred more than 25 miles from the individual's normal work location.
8. For travel outside of the City of Sacramento, prior approval must be obtained from the Executive Director or his designee. A director or manager must approve travel within the City of Sacramento.

C. Subsistence/Reimbursements

Subsistence expenses consist of lodging, meals and incidental expenses. Incidentals may include tips and fees for baggage carriers, housekeeping, etc., that are customary in travel and not included on other bills. The applicability for reimbursement of these expenses begins when the traveler leaves his/her residence or normal work location – *whichever occurs last* – and ends when the traveler arrives back to residence or work location – *whichever occurs first*. Meals are reimbursed for travel that includes an overnight stay. Actual meal expenses of up to \$55 per day are allowed. Per meal reimbursement levels are not defined. Receipts are required for expenses of over \$75.

Meals for groups can be paid by one individual. Attendees cannot separately claim such meals. For travel to Hawaii, Alaska and US Possessions, meals and incidentals are determined by the Federal Per Diem for the particular location.

To the extent that even one meal is provided by the facility or hosting organization on a given day, the meal reimbursement determination reverts to the allowable individual meal amounts as indicated below in the **Subsistence Allowance - Less than 24 Hours** section. For example, if breakfast and lunch are compliments of the conference, the traveler is entitled to up to \$30 in reimbursable dinner costs, not \$55.

NOTE: Federal Per Diem rates are updated regularly by the Federal Department of Defense, and available at: www.defensetravel.dod.mil/site/perdiemCalc.cfm

Subsistence Allowance - Less than 24 Hours or Partial Days of Travel (First/Last Day)

If an overnight stay is involved, breakfast, lunch and dinner are all reimbursable. Lunch is not allowable for travel less than 24 hours without an overnight stay. Breakfast and dinner are allowable; however, they are taxable.

For travel days of fewer than 24 hours which do not cover all three meals, per meal reimbursements will replace the \$55 daily reimbursement total, in the following amounts:

- Breakfast \$10
- Lunch \$15
- Dinner \$30

Subsistence Allowance - Less than 12 Hours

- Breakfast is reimbursed if travel begins 2 hrs before regular work hours. Amount is reportable as income.
- Lunch is not reimbursable unless there is a specific business purpose
- Dinner is reimbursed if travel ends 2 hrs after regular work hours. Amount is reportable as income.

Reimbursement for Lodging

- Travelers may be reimbursed for lodging expenses when traveling on business 25 or more miles (one way) from their work location or residence, whichever is closer to the destination.
- Whenever possible, UEI employees should request tax waivers and/or the government rate.
- As with all other expenses, lodging costs are expected to be reasonable and not extravagant.
- Costs for non-commercial facilities (campsites, trailers, etc.) have specific reimbursement limits.
- If staying with a friend or relative, one non-cash gift to the host per stay may be submitted for reimbursement.
- Submit receipts for gifts of \$25 or more.
- For stays of less than 30 days, the reimbursable amount will be equal to the actual lodging cost with a detail receipt required. For stays of between 30 days and 12 months, the per diem is determined by the authorized approver, up to 100% of Federal Per Diem for the location. No receipts are required.
- The allowable nightly lodging limit for all travelers is \$275.

Reimbursement for Mileage

- When an employee is authorized to operate a privately owned automobile, reimbursement will be given without certification for the amount currently allowed by the IRS
- Certification is needed for a mileage reimbursement rate above the IRS allowable rate. The certification should read: "I certify that the actual cost of operating the vehicle was equal to or greater than the rate claimed." Claims submitted for reimbursement in excess of the IRS rate will be reported to the IRS as reportable income for tax purposes.
- A request for Authorization to Use Privately Owned Vehicles form (attached) should be completed and sent to the UEI Risk Manager along with a copy of the driver's license. Updated information should be submitted to the Risk Manager upon request.

Reimbursement for Incidentals

- Employees may claim up to \$7 in incidentals for each 24-day travel period.

Reimbursement for Parking Fees

- Reimbursement for parking fees must be reasonable in relation to personal car use.

Reimbursement for Use of Bus, Train, Scheduled Airline

- Reimbursement will be made only for the method of transportation which is most economical and in the best interest of UEI considering both direct expense as well as the employee's time.
- Receipts must accompany all claims for bus, train, or airline fares.
- If using ticketless travel, request a proof of flight (printed ticketless Itinerary/Receipt) at the time of your reservation. Claims for reimbursement of additional charges beyond your control for transportation by train or scheduled airlines may be allowed if accompanied by a full explanation stating facts constituting the official necessity.

Reimbursement for Travel on Privately Owned Aircraft

- No employee shall travel on a privately owned aircraft while conducting UEI business without prior approval from the Executive Director.

Reimbursement for Privately Owned Motorcycle

- There is no reimbursement for privately owned motorcycles or motor-driven cycles.

D. Other

Rental Vehicles Insurance

A compact, economy or intermediate class vehicle should be requested unless these sizes are not adequate for the purpose of the trip (justification required).

NOTE: Full insurance coverage should be obtained from the rental agency. Only UEI employees may rent and drive the vehicle.

Automobile Accidents

Do not leave the scene should you be involved in an accident. It is recommended that you summon the police even in a minor accident. In case of emergency, do not attempt to move the person. Obtain as much information as possible about the other party's insurance. All accidents must be reported to the car rental company, Department of Motor Vehicles if your own car is involved, and the UEI Risk Manager.

Hospitality

Procedures related to Hospitality policy, not otherwise covered in this policy, should default to California State University, Sacramento, *Hospitality, Payment or Reimbursement of Expenses*, ADM-0111.

E. Permissible Expenditures

Reimbursable Expenditures Include:

- Registration fees for conferences, conventions, meetings of professional or learned societies
- Tips that are reasonable and customary

- Business expenses such as copying, mailing, equipment rentals, Wi-Fi, local and long distance phone calls
- Expenses that would not ordinarily be reimbursed but arise because of special or unusual circumstances and are approved as an exception

Non-Reimbursable Expenditures Include:

- Fines or citations
- Clothing and personal care items
- Commuting expense
- Dependent/pet care
- Personal entertainment

IV. RELATED POLICIES

California State University, Sacramento, *Hospitality, Payment or Reimbursement of Expenses*, ADM-0111