

**ASI RULES OF
TRAVEL FY 2019-2020**

- Green forms need to be filled out as early as possible prior to traveling.
- One green form per person per trip.
- Per Diem is paid in cash prior to travel for meals which are not provided by conference and which meet the following criteria:
 - Breakfast: May be claimed only if travel begins before 7:00 AM on the departure date, is not provided by the conference or ends past 9 AM on the return date. Rate is determined by the CSUSM approved rate. Rate of \$11
 - Lunch: When travel begins before 11 AM on the departure date, is not provided or ends past 1 PM on the return date. Rate is determined by the CSUSM approved rate. Rate of \$17
 - Dinner: When travel begins before 4 PM on the departure date or ends past 6 PM on the return date. Rate is determined by the CSUSM approved rate. Rate of \$27
 - Incidental expenses are allowed after the first 24 hours and for every full 24 hour period thereafter. Rate is determined by the CSUSM approved rate.
- Hotel expenses are covered only when the conference is for multiple days and further than 25 miles from the university. Exceptions must be requested in writing and may only be granted by the Executive Director.
- Automobile mileage is determined by the CSUSM approved rate. Rate of .58 as of January 1, 2019.
- Back up documentation is required in the form of original itemized receipts for all expenses incurred while traveling except for cash advance items (meals, miscellaneous, and mileage)
- All receipts along with an Expenditure Request Form are due to the Corporate Office upon your return.

Destination:

Dates: _____

DATE	MEAL	MEALS PROVIDED BY CONFERENCE	MEALS NOT PROVIDED (Paid by ASI)	MISC
	Breakfast			
	Lunch			
	Dinner			
	Breakfast			
	Lunch			
	Dinner			
	Breakfast			
	Lunch			
	Dinner			
	Breakfast			
	Lunch			
	Dinner			
	Breakfast			
	Lunch			
	Dinner			
	Breakfast			
	Lunch			
	Dinner			
	Breakfast			
	Lunch			
	Dinner			

SUB TOTAL			
-----------	--	--	--

Final Total :