Travel Checklist

# Pre-Approval to Travel

Travel must be authorized prior to travel utilizing the Travel Request Form.

(Excludes service providers, candidates, and non-employee students. The approved Travel Request must be attached to the travel expense report)

All *stateside* employees using *state funds* (including self-support and trust) will utilize [**Concur Travel Software**](https://ds.calstate.edu/?svc=concur&org=csusm)**.**

Auxiliary employees, students, candidates, stateside employees using auxiliary funds, or stateside employees using split funding between state and an auxiliary will continue to use the [**Adobe Sign travel process**](https://www.csusm.edu/travel/forms.html)**.**

# Registration Fees

All registrations must be purchased with a ProCard.

# Meals

Domestic Travel: *Actual meal expenses* up to **$55**/calendar day plus actual incidental expenses up to $7/calendar day. *The meals reimbursement cap shall* ***not*** *be treated as a per diem.*

When the entire length of a trip is *less than 24 hours*, Internal Revenue Service regulations state that meals and incidental expenses shall not be reimbursed unless the travel includes an “overnight stay” as supported by a lodging receipt.

International Travel: [Published Federal Government Per Diem](ttp://www.gsa.gov/portal/category/21287) for specific location. No receipts required

# Air Travel

Stateside employees can book flights through [**Concur Travel Software**](https://ds.calstate.edu/?svc=concur&org=csusm) and direct bill to the university.

Coach or Economy Class (example: Southwest = Wanna Get Away).

Refundable airline tickets are not permitted.

Airline upgrades (including southwest early bird check in) are prohibited and non-reimbursable.

Seat upgrades are not reimbursable.

Flight comparisons are required for personal travel days and upgrades.

# Hotels

Travelers may secure lodging when traveling on business more than *25 miles* (one way) from their normal work location or home whichever is closer.

The nightly lodging rate for domestic travel may ***not*** exceed **$275** per night, not including taxes and other related charges.

The nightly lodging rate for international is based on the published [Federal Government Per Diem](http://www.gsa.gov/portal/category/21287) for specific location.

# Car Rental

Travelers should rent economy or intermediate class cars unless these sizes are not adequate to meet the business purpose of the trip.

When renting a vehicle, travelers are expected to utilize rental agencies with which the State of California or the University have negotiated contracts that include insurance coverage.

CSU is contracted with Enterprise Rental Car. *Please note: Stateside Employees should make Enterprise reservations directly through Concur.*

# Receipt Requirements

Per, [**CSU Travel Policy**](https://calstate.policystat.com/policy/6965303/latest/)**,** itemized receipts for all expenses in excess of $75 dollars must be submitted with the travel expense report.

An itemized receipt: demonstrated the *cost* (shows what was purchased) and provides *proof* of payment (shows how it was paid).