



## TRAVEL POLICY

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### PURPOSE:

This policy identifies appropriate travel and business travel expenses incurred to carry out necessary, authorized, business of California State University San Marcos Corporation (CSUSM Corporation). CSUSM Corporation pays, or reimburses, travel related expenses that are ordinary, reasonable, not extravagant, and necessary to conduct official CSUSM Corporation business within the limitations set forth below. All expense reimbursements and business travel arrangements must comply with the CSUSM Corporation Travel Guidelines as well as prudent accounting practices. Exceptions to this policy must be approved by the Executive Director.

### SCOPE:

Applicable to CSUSM Corporation employees, non-employees, and students for official business travel related expenses and reimbursements.

### POLICY:

#### I. Traveler Responsibilities

- a. All travel must be pre-approved per CSUSM Corporation Travel Guidelines.
- b. International Travel must be pre-approved a minimum of three months prior to travel.
- c. Submit the completed and approved Travel Authorization and Expense claim within 30 days after return from the trip as prescribed in the Travel Guidelines.
- d. Travelers are responsible for payment of any excess costs, additional expenses incurred for personal preference or convenience, or if travel is not pre-approved.
- e. Travelers must maintain conduct in accordance with the CSUSM Corporation Employee Handbook and/or the CSUSM Employee Handbook.
- f. All students must maintain conduct in accordance with the Student Code of Conduct Agreement detailed in the CSUSM Corporation Travel Guidelines.
- g. It is expected that individuals traveling on CSUSM Corporation business will take all steps to minimize risk to themselves and CSUSM Corporation. This includes utilizing safe transportation and lodging options and acquiring appropriate insurance coverage.

#### II. Approving and Funding Authority Responsibilities

- a. Ensure that travel is pre-approved.
- b. Ensure all expenses are authorized, necessary, and supported by a CSUSM Corporation business/program purpose.

#### III. Travel Purchases and Incidentals

- a. Transportation
  - i. Air Travel
    1. Coach or any other discounted economy-class fare shall be used whenever ticketing restrictions are reasonable. This applies to all travel (domestic or international, or any combination thereof) regardless of the purpose or fund source in accordance with the CSUSM Corporation Travel Guidelines.

- ii. Vehicle (Personal or Rental)
    - 1. Drivers must possess a valid driver's license.
    - 2. When driving instead of flying, the traveler will be reimbursed for the lesser of the two expenses.
  - iii. Personal Vehicle
    - 1. Drivers are responsible for carrying and maintaining personal auto insurance.
    - 2. Drivers claiming reimbursement for mileage must have a valid defensive driving certificate on file.
    - 3. CSUSM Corporation will follow the CSUSM approved rate for mileage reimbursement. When two or more employees share a private vehicle, only the driver may claim reimbursement for mileage.
  - iv. Rental Vehicle
    - 1. When renting a vehicle, travelers are expected to utilize rental agencies with which the CSU has negotiated contracts.
- b. Lodging
- i. Travelers may secure their own lodging in accordance with the CSUSM Corporation Travel Guidelines. Lodging rate may not exceed the CSUSM approved rate.
- c. Meals
- i. The maximum daily allowance for meals is based on the CSUSM approved rate within the contiguous United States. Daily maximum allowance for meals when traveling to Hawaii, Alaska, U.S. Possessions or internationally is based on the federal per diem rate.
- d. Incidentals
- i. Incidental expenses are allowed after the first 24 hours and is based on the CSUSM approved rate.
- IV. Travel Less than 24 Hours
- When the entire length of a trip is less than 24 hours, Internal Revenue Service (IRS) regulations state that meals and incidental expenses shall not be reimbursed unless the travel includes an "overnight stay" as supported by a lodging receipt. Meal reimbursements associated with trips without an overnight stay must be reported to the IRS as taxable income.
- V. International Travel
- International Travel requires approval by the CSUSM President. Lodging, meal, and incidental expenses will be based on the Federal per diem rate. Travelers are required to obtain travel insurance, per the CSUSM Corporation Travel Guidelines.
- VI. Travel For Students or Non-Employee Travel
- Students and non-employee travelers are subject to the provisions of this policy and the CSUSM Corporation Travel Guidelines.
- VII. Additional Approvals
- Additional travel approvals may be required if travel is to a banned state or country. These approvals must be received prior to incurring travel expenses.

**REFERENCE:**

CSU Travel Policy  
CSUSM Corporation Travel Guidelines  
CSUSM Corporation Employee Handbook  
EO 1041 Student Travel <http://www.calstate.edu/eo/EO-1041.pdf>