TRAVEL POLICY

POLICY:

In accordance with the requirements of The California State University (CSU) the California State University San Marcos Corporation (CSUSM Corporation) has adopted this policy for the administration of CSUSM Corporation travel. This policy applies to CSUSM Corporation employees and all individuals whose approved travel will be administered by CSUSM Corporation. For sponsored projects, all travel must be allowable by the project sponsor and will be expended according to the travel policy of CSUSM Corporation, unless the project specifies a lower rate.

Reimbursement of travel expenses under this policy shall be comparable to the reimbursement normally provided by the CSU.

Exceptions to the Travel Policy require prior approval of the CSUSM Corporation Executive Director or designee.

I. Travel Approval

Prior approval is required for all travel. Non-Academic Affairs employees must obtain prior approval by the authorized project signer, a Supervisor and a "One-Up" when applicable. Academic Affairs employees must obtain prior approval from the Dean and the Provost. International travel must be approved by both the Provost and the President. A Travel Request form must be submitted to CSUSM Corporation no less than five (5) business days prior to the travel date and at least ten (10) business days if requesting pre-payments or travel advances. Exceptions to the approval periods require approval of the Executive Director or designee. Travel taken without prior approval may not be eligible for reimbursement.

EO 1041, California State University Student Travel Policy, dated July 1, 2009, states that all students participating in CSU-affiliated programs which require air travel shall be required to acknowledge that they have been informed of the risks of air travel required by such programs and to sign a statement certifying that they have been informed of and undertake such air travel voluntarily with full knowledge of such risks, and release and hold harmless the State of California, the CSU, the campus affiliated with the program requiring air travel, and each and every officer, agent, and employee of each of them, from any and all claims and causes of action that the student, or any person(s) claiming through the student, may have against any of the above institutions or persons, by reason of any accident, illness, or injuries, death, or other consequences resulting directly or indirectly from or in any manner arising out of, or in connection with, the student being a

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II. Lodging
Each traveler is responsible for making his/her own lodging reservations and arranging for payment. If reservations are made at a hotel where the traveler is attending a conference, the conference's special lodging rate must be requested. When a double or higher occupancy rate is charged, only covered travelers' lodging costs will be reimbursed.

III. Transportation (Please use CSUSM Corporation Approved Group Transportation Vendors)
   a. Airline Tickets. Each traveler is responsible for making his/her own airline reservations and arrangements for payment. Reimbursement for travel will be at economy or coach class rate, and special low-cost government rates should be used when possible. Airline tickets can be purchased by the traveler and reimbursement requested after the travel is completed, or can be direct-billed to CSUSM Corporation by providing vendor information on the Travel Request Form. Alternate vendor bids are not required for airline tickets.
   b. Private-vehicle Mileage Reimbursement. The IRS Mileage reimbursement rate will be the rate used by CSUSM Corporation. (To certify a private vehicle for business use the Automobile Insurance Certification form). If the traveler can use air travel and chooses a private vehicle, reimbursement will be at the IRS rate per mile or the equivalent of a round-trip airfare, whichever is less.
   c. Commercial Automobile Rental. Reimbursement will be for actual and necessary costs of such rental when substantiated by a receipt. CSUSM Corporation will pay compact or intermediate rates. Where it is necessary to pay extra charges or premium rental rates, a full explanation shall accompany the expense claim. If you are NOT a CSUSM Corporation employee, Collision Insurance must be purchased and will be reimbursed. Medical and/or personal accident insurance is not an allowable business expense and, if purchased, the expense shall be the sole responsibility of the traveler.
   d. Shuttle Bus Service. Shuttle bus service should be used where possible for travel to and from airports instead of taxi service or rental cars.
   e. Fifteen (15) Passenger Vans. To drive a 15-passenger van on CSUSM Corporation business, the driver must possess a valid Class B driver's license and an endorsement for operating a vehicle as required by the State of California.

IV. Current Travel Allowance Rates
All claims must be itemized for each individual expense for each day of travel. Please refer to the allowance guidelines for travel time periods and allowable expense amounts.
   a. Meal expenses are allowed on a per diem basis only, and no receipts are necessary.
   b. Incidental expenses are allowed on a per diem basis, and no receipts are necessary.
   c. Original receipts are required for lodging, airfare, ground transportation and other business expenses.
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The CSUSM Corporation Travel Allowance for each complete 24-hour travel period and partial (less than 24-hour) travel period conforms to the current CSUSM rates.

V. Travel Advance
An advance may be requested for up to 90 percent of the estimated out-of-pocket expense (but no less than $100) for travel in excess of 24 hours. To request an advance, mark the appropriate box on the Travel Request form. Requests for advance payments should be received at CSUSM Corporation at least 15 business days in advance of the date of travel. If travel arrangements are canceled, the advance check must be returned or reimbursement made to CSUSM Corporation within 10 business days.

Expenses paid prior to travel may be reimbursed as a travel advance with appropriate documentation is requested by traveler.

The traveler is responsible for clearing the advance by submitting a completed Travel Expense Claim form to CSUSM Corporation. Travel advances must be cleared within 30 calendar days of the ending date of travel. Failure to clear advances in a timely manner may result in suspension of CSUSM Corporation travel advance privileges.

VI. Reimbursement
To be reimbursed for travel expenses, the traveler must prepare a CSUSM Corporation Travel Expense Claim form by itemizing all travel expenditures and attaching all required receipts and documentation. In cases where receipts cannot be obtained or have been lost, a statement to that effect may be made on, or attached to, the Travel Expense Claim form and the reason given. In the absence of satisfactory explanation, the amount involved may not be allowed.

The Travel Expense Claim, signed by both the traveler and project director or appropriate administrator, must be forwarded to CSUSM Corporation for processing within 30 calendar days of the ending date of travel.
STUDENT AIR TRAVEL
ACKNOWLEDGMENT OF RISK AND RELEASE OF LIABILITY

I am currently participating in a California State University-affiliated program which requires air transportation.

I understand that air travel involves risks and could result in damage to property, injury to me, or death. I have been informed that the California State University assumes no liability for damage, injury, and death which may occur during air travel required by the California State University-affiliated programs. My participation in the program is voluntary, and I am participating at my own risk. Prior to undertaking CSU-affiliated air travel, I agree as follows:

Activity: _______________________________________________________

Activity Date(s) and Time(s): _______________________________________

Activity Location(s): _____________________________________________

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I shall defend, indemnify, and hold harmless the state of California, California State University, California State University San Marcos, the California State University San Marcos Corporation, and each of their trustees, employees, officers, agents, directors, and volunteers individually, (collectively "University") and from any and all claims, including claims of the University's negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.

I agree to hold the University harmless from any and all claims, including attorney's fees or damage to my personal property that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.

Student Air Travel Acknowledgement of Risk and Release of Liability
TRAVEL POLICY

I understand that this document is written to be as broad and inclusive as legally permitted by the state of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms. I have read this document, and I am signing it freely.

No other representations concerning the legal effect of this document have been made to me.

Participant Signature: ______________________________________________________

Participant Name (print): ______________________________________________________

Date: ______________________________________________________

If Participant is under 18 years of age:

I am the parent or legal guardian of the Participant. I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including travel to, from and during the Activity. I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

____________________________________________________  __________________
Signature of Minor Participant's Parent/Guardian

Name of Minor Participant's Parent/Guardian (print)    Date

Minor Participant's Name

Student Air Travel Acknowledgement of Risk and Release of Liability