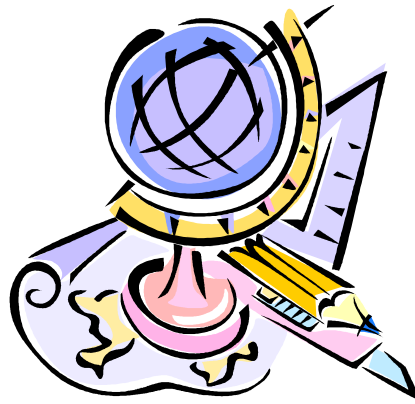


University Travel Information

CSU Dominguez Hills

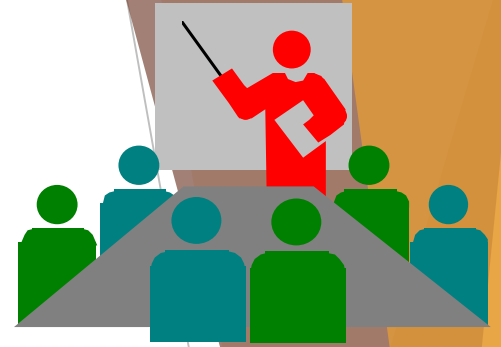


Preview

- ▶ Introduction
- ▶ Travel Request Form
- ▶ Registration Fees
- ▶ Travel Advances
- ▶ Travel Expense Claim (STD 262)
- ▶ Maximum meal allowances
- ▶ Assembly Bill 1887
- ▶ International Travel



Preview - continued



- ▶ Making Travel Arrangements
- ▶ Use of Privately owned Vehicle on State Business
- ▶ Commercial Car Rentals
- ▶ Student Travel

Travel Request Form

- ▶ All travel requires prior approval
- ▶ Qualifying travel
 - ▶ University Related Business
 - ▶ Employment Candidate
 - ▶ Relocation of New employees (mileage rate is \$ 0.16 per mile)
 - ▶ Students
- ▶ Blanket travel request - only used for one day travel, mileage, parking, tolls
- ▶ Travel Request Form:
<https://www.csudh.edu/accounting-services/forms/>

Registration Fees

- ▶ Conferences, workshops, etc.
- ▶ Complete registration form
 - ▶ Attach to Travel Request Form, if not paid by P-Card
 - ▶ Attach to Travel Claim if paid by traveler or P-Card
- ▶ Provide form to Accounting Services at least 2 weeks prior to registration deadline for Pre-payment

Travel Advances



- ▶ Made to employees who are travelling with a group or team of students to pay for meals.
- ▶ Needs to be submitted to Accounting Services 2 weeks prior to departure
- ▶ Expense claim must be submitted no later than 60 days after the trip.

Travel Expense Claim (STD 262)

- ▶ Receipts must be submitted for all expenses costing \$75 or more.
- ▶ Submit within 60 days after the trip.

Meal Allowance - summary

Lodging Maximum

- ▶ Maximum Meal Allowance is up to \$55 per day with overnight stay within the contiguous United States
 - ▶ Reimb cap should not be treated as a per diem
 - ▶ Reimb will be based on actual amounts incurred subject to daily max
- ▶ \$7 per day incidental allowance
- ▶ No meal allowance without overnight stay
- ▶ Lodging max is \$275 excluding tax

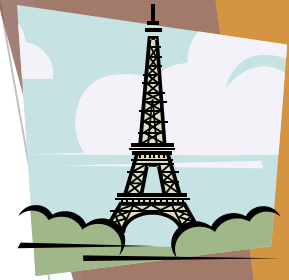


NO LODGING OR MEALS WITHIN 25
MILES OF CAMPUS



AB 1887 - Out of State Travel

- Restricts CSU from requiring employees to travel to certain states, see AG link for list of States:
- <https://oag.ca.gov/ab1887>
- Prohibits the use of state funds for travel to such states.
- For exceptions, visit the Travel website,
 - <https://www.csudh.edu/accounting-services/ap/travel/>



International Travel

- ▶ Travelers to foreign destinations or to Alaska, Hawaii, and US Possessions will receive the federal per diem for lodging, meals and incidentals. The per diem amounts can be found at:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

- A/P is responsible for determining whether the cost of international travel with personal use is taxable based on info provided on Travel Claim

Making Travel Arrangements

▶ Away We Go Travel

2453 W Whittier Blvd

La Habra, CA 90631

Phone: (562) 690-3339

Email: awaywego.travel@verizon.net

- ▶ Need TI/TO/TN and chartfield prior to calling.
Minimum \$25 service fee.



Mileage Restrictions

▶ Allowable Mileage Expense - With Overnight Stay

Mileage shall ordinarily be computed between the traveler's normal work location and the common carrier or destination.

Mileage expenses may be allowed between the traveler's residence and the common carrier or destination if University business travel occurs during the traveler's non-working hours, or during a regularly scheduled day off.

Mileage - Continued

- ▶ When a traveler is authorized to drive a private vehicle to or from a common carrier terminal, mileage may be reimbursed as follows:
 - ▶ 1) One round trip, including parking for the duration of the trip; or
 - ▶ 2) Two round trips, including short-term parking expenses, when an employee is driven to a common carrier.

Mileage - Continued

- ▶ Allowable Mileage Expense - No Overnight Stay

If an employee has an assignment away from their normal work location, (e.g., single day workshop, local conference, training, assignments at more than one location, etc.) which does not require an overnight stay, reimbursement shall be made for mileage expenses as follows:

- ▶ Mileage between Home and a Single Assignment Location

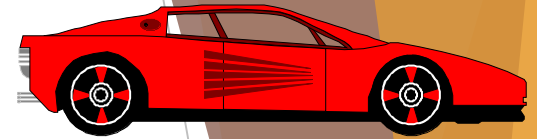
Reimbursement shall be made for roundtrip mileage between home and the assignment location, or between the normal work location and the assignment location, whichever is less.

Use of Privately Owned Vehicle on State Business



- ▶ Authorization form must be submitted and approved
 - ▶ STD 261
 - ▶ <https://www.csudh.edu/accounting-services/forms/>
 - ▶ Employee's supervisor will approve
- ▶ Form to be filed in employee's department
- ▶ Reimbursement rate is \$0.56 cents per mile
- ▶ Minimum insurance required by law must be maintained on vehicle.

Commercial Car Rentals



- ▶ Contracted with Enterprise or National car rental company
 - ▶ Contact car rental agency directly. Use University account number. Call Travel at ext. 3807 for account number.
- ▶ Contracted Rates include
 - ▶ liability insurance
 - ▶ Full collision damage waivers
 - ▶ ALWAYS decline the collision damage insurance

Student Travel

- ▶ A Student Travel affidavit form is required.
 - ▶ <https://www.csudh.edu/Assets/csudh-sites/rm-ehos/docs/risk-management-ehos/liability-waiver-form.pdf>

