

## CSUDH TRAVEL PROCEDURES

CSUDH follows the CSU travel policy ICSUAM 3601.01, which can be found on <https://calstate.policystat.com/policy/6965303/latest/>.

In addition to the CSU travel procedures contained in the CSU travel policy, the following specifies campus travel procedures.

Individuals traveling on official University business must familiarize themselves with and adhere to the CSU Travel Policy and Procedures, and University travel procedures.

### TRAVEL REQUESTS

A Travel request form is necessary for efficient administration of travel transactions. Travelers are responsible for submitting a travel request form to Accounting Services, prior to travel. A blanket travel request may be used for in-state travel only. It is recommended that the traveler not incur any expenses until the travel request has been reviewed by Accounting Services and a travel number has been issued.

When travel accommodations are known in advance, a cost comparison form/documentation must be attached to the travel request for the following situations when applicable:

- If advance approval has been obtained, a traveler may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation, or vice versa. **Reimbursement of expenses shall be limited to the lessor of actual costs.**
- When a traveler prefers to use a higher class than the one authorized for reimbursement, **the traveler must pay the incremental cost of the airfare.**
- Additional expenses associated with travel extended to save costs may be reimbursed when the cost of airfare would be less than the cost of airfare had the traveler not extended the trip (provided the expenses were incurred in compliance with these procedures). Such expenses shall not exceed the amount the University would have paid had the traveler not extended the trip.

### APPROVALS

The authority to approve CSUDH travel-related expenses for faculty and staff has been delegated to the Vice President of each division. It is the responsibility of each division to ensure compliance with CSU and campus travel policy requirements and to further assign approving authority for travel within their divisions.

Additional required approvals:

- Vice President approval is required for the following:
  - Lodging over \$275; examples of when lodging may exceed the limit of \$275/night include, but are not limited to situations where the conference hotel accommodations exceed the limit or when traveling to cities such as San Francisco, Washington D.C. or New York where rates are higher.
  - International travel
  - Travel to a state restricted by AB1887, but meets one of the AB1887 exceptions
  - Exceptions to policy
- President approval is required for international travel
- The Chancellor's approval is required for the President's international travel, per EO-688.

## EXCEPTIONS

Exceptions to the CSU Travel Policy and Procedures and CSUDH Travel Procedures must be documented and approved by the Vice President and attached to the Travel Claim.

## COMPLETION OF TRAVEL EXPENSE CLAIM

Travelers are responsible for submitting travel claims not more than 60 days after the expenses were paid or incurred. **Actual expenses incurred shall be claimed. Itemized receipts for travel expenses over \$75 must be submitted with the travel claim.** When original receipts are required but cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, a statement should be provided explaining why such receipts are not being submitted with the Travel Expense Claim. Such expenses may or may not be paid at the discretion of the approving authority.

**In order to properly account for the cost of allowable expenses, traveler should not book travel packages, i.e. package that combines airfare, lodging, car rental, etc. into one price.**

### MEALS WHILE TRAVELING

- **Actual cost of meals**, up to the daily maximum, **shall be claimed**. The meal reimbursement cap should not be treated as a per diem.
- Purchase of alcohol will not be reimbursed.
- When claiming meals while attending a conference or meeting, the event agenda must be provided and attached to the Travel Claim to determine whether meals were provided as part of the event. In the event the traveler must forego the provided meal for health or business reasons, an explanation for the purchase of the meal replacement and must accompany the claim. Supporting documentation may be requested and required.
- Meal reimbursements associated with trips without an overnight stay will not be reimbursed. Under no circumstances will expenses for lunch be reimbursed for travel of less than 24 hours.

### TIPS

- The University will reimburse reasonable and customary gratuities (generally up to 20% of the total bill) for items such as shuttle driver tips. Meal tips, also generally up to 20% of the total bill, are reimbursed as part of the meal expense and are part of the daily maximum reimbursement; taxi tips are reimbursed as part of the taxi expense; valet tips are reimbursed as part of the parking fee.
- Incidentals include fees and tips given to porters, baggage carriers, bellhops, hotel housekeepers, stewards or stewardesses and others in ships, and hotel servants in foreign countries. **Actual expenses incurred**, up to the daily maximum, **shall be claimed**. The reimbursement cap should not be treated as a per diem.

### LODGING

- 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 included taxes and other related charges.

## TRANSPORTATION

### Mileage

#### Allowable mileage 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.

#### Allowable mileage without overnight stay

- Refer to CSU Travel Policy for different scenarios

### Rental Cars

- Rental cars may not be used for local business travel.
- Personal use of the business contract or direct billed functionality is not allowed.
- Economy or intermediate class should be requested.
- Travelers are expected to use CSU/CSUDH contracted supplier, which includes insurance coverage. See below for information. Renting vehicles from a non-contracted vendor is prohibited, unless vehicles are unavailable from a contracted vendor.

### Private Vehicles

- CSU employees must have a current State of California form STD. 261: Authorization to Use Privately Owned Vehicles on State Business on file with their department. To comply with Risk Management requirements, this form must be recertified at the beginning of every fiscal year. The department is responsible for complying with this requirement and for maintaining the forms within their respective department. Refer to CSUDH Use of University and Private Vehicles, <https://www.csudh.edu/rm/vehicle/university-private-vehicle>.

### Local Public Transportation, Shuttle Service, and Taxis and Rideshare Car Services (Uber and Lyft)

- When using Lyft or Uber, Lyft (4 passengers) and Uber X are the recommended levels. A justification to use a higher, more expensive mode must be attached to the Travel Claim form and must be approved by the approving authority.

Additional justification/memo must be attached to the travel expense claim, and must be approved by the approving authority for the following situations:

- Reimbursement/Payment for charges or lost refunds resulting from failure to cancel reservations and/or registrations due to circumstances beyond the traveler's control.
- Payment/Reimbursement of charges for re-ticketing, schedule changes, etc., if incurred for a valid business reason. The reason for the charge must be specified on the Travel Expense Claim or memo. Additional charges incurred to accommodate personal schedules are not allowed.
- When original receipts are required but cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, a statement should be provided explaining why such receipts are not being submitted with the Travel Expense Claim.

When travel plans are interrupted or unexpected changed, a cost comparison form/documentation must be attached to the travel claim for the following situations:

- Any resulting additional expenses resulting from an indirect route or interrupted travel for other than University business shall be borne by the traveler. **Reimbursement of expenses shall be limited to the lesser of actual costs incurred or the charges that would have been incurred via a usually traveled route.**

## **OTHER CSUDH TRAVEL PROCEDURES/REQUIREMENTS**

### **CASH ADVANCES AND PRE-PAID EXPENSES**

Cash advances are only allowed for student group travel accompanied by a CSUDH employee. All requests for advances must be submitted to Accounting Services at least two weeks prior to the date of the trip. Advances will be released no earlier than one week before the trip.

If the amount of an advance exceeds the reimbursable expenses, repayment for the amount due shall be submitted to the Cashier's Office immediately upon completion of travel and the receipt shall be submitted with the Travel Expense Claim. Checks must be made payable to CSU Dominguez Hills.

In the event that the trip is cancelled or postponed, it is the department's responsibility to request for refunds from vendors for pre-paid travel expenses.

### **NON-EMPLOYEE TRAVELERS**

Payment of travel expenses for non-employee travelers must be done as a reimbursement to the traveler. Travelers in this category include prospective employees, independent contractors and consultants, students, volunteers, foreign visiting scholars, spouses and registered Domestic Partners. A Vendor Data 204 Form for each non-employee traveler is required to be on file with the university prior to making a payment. This is required by California State Revenue and Taxation Code, Section 18646 to facilitate tax compliance and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code, Section 6109(a).

- Transportation and lodging for prospective employees and student group travelers may be directly paid by the University through the campus contracted vendors.
- Travel expenses for independent contractors and consultants should be included in the vendor/speaker fee, and should be included in the purchase order, if applicable.
- Campus guests and independent contractors should ordinarily make their own travel arrangements.

### **USE OF CONTRACTED SUPPLIERS**

University business travelers are asked to be diligent about the cost effectiveness of travel related expenditures. Travelers are expected to purchase travel services, when available, from CSU, campus or State of California contracted suppliers.

The CSUDH contracted travel agency is:

Away We Go Travel

Phone: 562-690-3339

[awaywegotravel@outlook.com](mailto:awaywegotravel@outlook.com)

There is a minimum \$25 non-refundable service for each booking. Before booking with the travel agency, the traveler must have a travel request number and Peoplesoft Finance expenditure account to be charged.

# **CSUDH** TRAVEL PROCEDURES

The CSUDH contracted hotels are:

Holiday Inn Los Angeles Gateway – Torrance  
19800 S. Vermont Avenue  
Torrance, CA 90502

Contact Person: Yumi Pena

Main: (310) 781-9100

Direct: (310) 619-2536

Fax: (310) 327-8296

Doubletree by Hilton Carson

2 Civic Plaza Drive

Carson, CA 90745

Contact Person: Zoe Ji

Direct: (310) 513-7591

Fax: (310) 518-2969

The CSU contracted car rental agency is Enterprise or National. When booking, these rental agencies will request from the traveler a billing code, account code, and travel request number. Traveler must contact the Travel Desk at (310) 243-3807 to obtain the billing and account codes.

## **ASSEMBLY BILL 1887**

AB1887 is a California law that bans state agencies from requiring its employees to travel to any state that has enacted a law that discriminate on the basis of sexual orientation, gender identity, or gender expression. As a result of this law, CSU is restricted from requiring employees to travel to certain states. Additionally, CSU is prohibited from approving state-funded or state-sponsored travel to those states. AB1887 applies to all CSU employees, as well as non-employee travelers, e.g. students.

The complete list of affected states is maintained on the California State Attorney General's website, <https://oag.ca.gov/ab1887>.

Exceptions to the new travel prohibitions may be granted for the following purposes:

1. Enforcement of California law, including auditing and revenue collection.
2. Litigation.
3. To meet contractual obligations incurred before January 1, 2017.
4. To comply with requests by the federal government to appear before committees.
5. To participate in meetings or training required by a grant or required to maintain grant funding.
6. To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not affected.
7. For the protection of public health, welfare, or safety, as determined by the CSU or other state agencies.

An employee who chooses to travel to an affected state cannot use state funds. But if the travel purpose meets one of the exceptions, then state funds may be used. The travel request must be approved by the Division Vice President. Departments should consult with Accounting Services for travel requests to a banned state prior to making any travel arrangements or conference/training registrations.

Travel Procedures Reviewed by Executive Policy Group on August 11, 2020