

DATE: December 12, 2014
TO: CSU Presidents
FROM: Steve Relyea 
Executive Vice Chancellor and
Chief Financial Officer

SUBJECT: 2015 Maximum Limits for Reimbursing the Cost of Lodging

The CSU maximum rate for in-state and out-of-state travel, including Alaska, Hawaii, and US possessions will increase to \$195 per night, excluding taxes, effective for business travel occurring on or after **January 1, 2015**. Campuses may establish a more restrictive rate as deemed appropriate by the campus chief financial officer or designee.

Rates in excess of this amount must be pre-approved in accordance with the campus approval process, and must include the business purpose for the necessity to stay within certain facilities.

This change will be added to the CSU Travel Procedures G-001. Questions regarding travel procedures may be directed to Lauri Reilly, Chancellor's Office Accounts Payable, at (562) 951-4534 or lreilly@calstate.edu.

SR/rp

c: Timothy P. White, Chancellor
Ephraim P. Smith, Executive Vice Chancellor and Chief Academic Officer
Fram Virjee, Executive Vice Chancellor and General Council
Lori Lamb, Vice Chancellor, Human Resources
Garrett Ashley, Vice Chancellor, University Relations and Advancement
Larry Mandel, Vice Chancellor, Audit and Advisory Services
Chief Administrators and Business Officers
Vice Presidents/Provosts, Academic Affairs
Vice Presidents, Student Affairs
John Swarbrick, Associate Vice Chancellor, Labor Relations
George Ashkar, Assistant Vice Chancellor/Controller
Assistant Vice Presidents for Finance/Administration

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Channel Islands
Chico
Dominguez Hills
East Bay

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Fullerton
Humboldt
Long Beach
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Maritime Academy

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Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus