

Auxiliary Accounts Payable Travel Guidelines

Any individual traveling on Auxiliary official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of business are not acceptable under this standard. Individuals will be responsible for excess costs and any additional expenses incurred for personal preference or convenience.

There is considerable variation among the rules of reimbursement of travel expenses such as transportation and per-diem contained in various agency sponsored programs. When there is a variance between agency and Auxiliary guidelines, the basic rule is:

The agency or Auxiliary, whichever is more restrictive, shall govern the travel.

Mileage

Mileage is paid at the federal rate which is currently .565 cents per mile (January 2013) or as limited by the sponsoring agency. Mileage may be claimed for the distance traveled from point of origin to the destination and return or from CSUSB to the destination and return to CSUSB, whichever is shorter. Copy of a valid Defensive Driving Card must be attached as backup.

Airlines

All travel must be economy or coach class, and special, low cost rates should be used when possible. If other than "economy or coach" is requested, the Auxiliary will reimburse for the economy or coach rate only.

Travelers may use any travel agent they desire for the purpose of obtaining tickets. The traveler may pay the travel agent and be reimbursed by submitting a travel advance request form or if the travel agent will accept a purchase order, one may be issued to the agent for the ticket.

The ticket receipt (normally the last copy of the ticket) must be submitted with the travel expense claim form at the end of the travel. For ticketless travel, a copy of the flight confirmation must be submitted. Please note that Travel Insurance, Preferred Seat, and Early Bird Check-In are not allowable business expenses, and if purchased, shall be the sole responsibility of the traveler.

Vehicle Rentals

Each traveler is responsible for making their own rental reservations and arranging for payment. Only compact or intermediate automobiles may be rented. Collision insurance must be purchased and is a reimbursable cost. Medical, personal accident, road assistance or other optional insurance charges are not allowable business expenses, and if purchased, shall be the sole responsibility of the traveler.

Gasoline for a rental car is reimbursable and must be substantiated with a receipt.

If the traveler obtains a weekly rental rate for combined business and personal use, the cost will be prorated for the business and personal days used. For example, a car is rented for 7 days and the business meeting is only over 4 days. Only 4/7th of the rental is reimbursed.

Lodging

Each traveler is responsible for making his/her own lodging reservations as well as 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. The Auxiliary will pay a single occupancy rate for one traveler and not double occupancy or suite rates. Please note that Room Upgrade is not an allowable business expense, and if purchased shall be the sole responsibility of the traveler.

An original detailed hotel receipt must be provided when requesting reimbursement for lodging expenses. A credit card charge slip and/or credit card monthly statement is not sufficient documentation.

Meals (Per Diem)

Maximum daily reimbursements for meals are as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

Actual entitlement to meals per diem depends on times travel begins and ends.

For travel less than 24 hours, lunch is never allowable. Meals claimed for travel less than 24 hours when there is no overnight stay represents taxable/reportable income, per IRS regulations.

On day of departure, to receive:

Breakfast:	travel must start at/before 7 a.m.
Lunch:	travel must start at/before noon.
Dinner:	travel must start at/before 6 p.m.

On day of return, to receive:

Breakfast:	travel must end after 9 a.m.
Lunch:	travel must end after 2 p.m.
Dinner:	travel must end after 6 p.m.

Meal receipts are not required as individuals are reimbursed the flat per diem rate, not actual cost, *unless otherwise* stated by funding agency.

Each individual on travel status is entitled to per diem in their own right and will receive per diem on their own travel expense claim form. The practice of buying meals for others and claiming their meals on your travel claim is not an acceptable practice.

If the conference registration included cost of meals you must annotate that on the travel claim. A copy of the registration form or meeting agenda must accompany a "Travel Expense Claim". No reimbursement for meals is

authorized for meals already paid for as part of the conference registration.

Incidental Expenses

The term "incidental allowance" includes but is not limited to expenses for laundry, cleaning and pressing of clothes, fees and tips for services, such as taxi driver, waiter and baggage handlers. An incidental allowance may be claimed for each 24-hour period of travel after the first 24-hour period. The rate payable is \$5 per day.

Receipts

Original receipts or vouchers shall be submitted for every item of expense except as follows:

1. Streetcar, bus, rapid transit, and ferry fares; bridge and road tolls if expenditure is less than \$25.00.
2. Meals and incidental expenses, except when specified.
3. Taxi or hotel shuttle bus fares under \$25.00, when used for official business.
4. All legal and miscellaneous expenditures cost less than \$1.00.
5. Parking fee of \$10.00 or less for any one CONTINUOUS period of parking.

In cases where receipts cannot be obtained or have been lost, a statement to that effect must be made on the travel expense claim form. A copy of the front and back of a canceled check may be accepted as a receipt.

Travel Expense Claim Form

Reimbursement for travel is made on a "Travel Expense Claim" form. The form must show the inclusive dates of each trip for which allowances are claimed and the times of departure and return. Each travel must state the purpose or objective of the trip. If private or commercial automobile expenses are being claimed an individual must provide a drivers license number, name of automobile insurance company, and vehicle license number.

The following expenses must be documented with original receipts:

1. lodging
2. conference/registration fees
3. common-carrier
4. airline tickets
5. automobile rental
6. parking fees in excess of \$10.00
7. Business telephone calls must be documented with the name and number of party called, city and state called, time and date of call, and reason for call.

*** A copy of the conference agenda or itinerary must be submitted with the Travel Expense Claim Form.**

Non-Allowable Expenses

First-class airfare, liquor/bar bills, valet services, traffic fines, personal insurance charges, and motorcycle transportation costs are not allowable expenses.

Foreign Travel

Foreign travel is subject to travel per diem rates as set by the U.S. Secretary of State. Contact the Auxiliary Accounts Payable office for rates prior to departure.

TRAVEL GUIDE

Auxiliary Accounts Payable

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