Travel Policy Changes and Fundamentals

Marc Benadiba
Associate Controller, Fiscal Services
November 2015
Agenda

- Policy Overview
- Traveler and Approving Official Responsibilities
- Travel Pre-Authorization
- Travel Advance Process
- New Travel Claim and Travel Pre-Authorization Forms
- Chancellor’s Office Travel Policy Changes effective November 2015
  - Hotel rates
  - Receipts/Substantiation requirements
Agenda

- Domestic Travel Reimbursement Rates and Processes
- International Business Travel Combined with Personal Travel
- Typical Travel Documentation Mistakes
- General Travel Reminders
Who is subject to this Policy?

- Cal Poly – University
- Cal Poly – Corporation
- Cal Poly – Foundation
- Cal Poly – ASI

EVERYONE!

Including Students!
Which funding sources are affected by the CSU travel policy?

ALL OF THEM!
Traveler’s Responsibilities

- Receive documented pre-authorization to travel, which includes purpose, inclusive dates of trip, and a cost estimate.

- Submitting a travel claim for reimbursement the traveler makes the following explicit certifications
  - Travel was for official university business
  - Actually spent the amount for listed expenses
  - Verified the amount due is accurate
  - Has not and will not seek reimbursement for amounts previously reimbursed
Who is considered an approving official?

- Employees with the following employment classification or higher with chartfield authority over the funds being used:
  - Department Head
  - Department Chair
  - MPP
  - Confidential

Note: University Campus Program funds and Cal Poly Corporation Funds may have different approval protocol on file.
Approving Official’s Responsibilities

- Ensure that a properly completed Travel Pre-Authorization Form (Pre-Auth) is submitted for approval prior to travel dates
- At a minimum, a properly completed Pre-Auth must include the following:
  - An estimate of the total cost to be incurred
  - The funding source to be used
  - The travel dates and purpose
  - Provost’s signature for all international travel
Make necessary inquiries in order to properly approve travel expenses:

- Is the trip required for the individual’s job?
- Is there any personal travel being included with the reimbursement request?
- Is the travel being conducted in the most cost effective manner. e.g. is the trip cost going up considerably due to poor planning?
- Is the traveler taking the most direct route?
- Are there any upgrades included?
Ensuring funding sources used allow the types of expenses submitted

- This is especially important now that University Campus Program funding sources are being used (i.e. must comply with donor’s wishes)

Approving/denying payment of the travel claim in a timely manner

Denying expenses not directly related to official University business
Travel Pre-Authorization

- Source of funding does not change requirement
- Entity issuing travel reimbursement doesn’t change requirement. e.g. CPC vs. CPSU
- Travel pre-authorization is documented via the Travel Pre-Authorization Form
- Department retains the Pre-Auth
- Pre-Auth is forwarded to accounts payable prior to travel only if a Travel Advance is required
- Pre-Auth must accompany the Travel Claim Form when submitted to the accounts payable for processing
Travel Advances

- Travel Advances are requested via the Pre-Auth
- Advances must be requested at least 15 days prior to your departure date
- Advances will be available in the University Cashiers Office on the day indicated on the Pre-Auth
- Advances may not be requested more than 30 days prior to departure date unless the advance is being requested to secure better pricing and the funds will be spent
  - Note: advances requested > 30 days in advance require a written justification
Travel Pre-Authorization Form

**TRAVEL INFORMATION**

- **Employee Name:** Marc Benadiba
- **Department:** Fiscal Services
- **Date:** 11/1/15
- **Time:** 8AM
- **To:** 11/2/15
- **Time:** 8PM
- **Destination:** Los Angeles
- **Purpose of Trip:** Attend CSU Conference
- **Vehicle License #:** ABC 1234

**STATE FINANCIAL INFORMATION (Including University Campus Programs)**

<table>
<thead>
<tr>
<th>Fund</th>
<th>DeptID</th>
<th>Account</th>
<th>Program</th>
<th>Class</th>
<th>Project/Grant</th>
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- **Travel Advance**
  - **Amount:** $200.00
  - **Date Needed:** 10/15/15
  - **State expenses not to exceed:** $600.00

**PLEASE NOTE THE FOLLOWING:**

1. Travel advance must be requested at least 15 business days prior to departure.
2. Travel advances requested more than 30 days prior to departure require a written justification. In the box below, please explain why this travel advance is being requested more than 30 days prior to departure and attach any substantiating documentation.

**Explanation:**

**CAL POLY CORPORATION FINANCIAL INFORMATION (All Other Org Key #’s)**

<table>
<thead>
<tr>
<th>CPC Travel</th>
<th>OrgKey</th>
<th>ObjCode</th>
<th>Advance Amount</th>
<th>CPC expenses not to exceed:</th>
</tr>
</thead>
</table>

- **Advance Request:**
- **Date Needed:** [ ]

(Estimated total cost)
**CERTIFICATION AND APPROVAL INFORMATION**

I certify that if I am driving a privately owned vehicle that I have liability insurance in force in at least the following amounts: $15,000 for personal injury to, or death of, one person, $30,000 for personal injury to two or more persons in one accident, $5,000 for property damage. I further certify that my vehicle is adequate for the work performed, equipped with seat belts and in safe mechanical condition, and that any accident that may occur while the vehicle is being operated on State business will be reported to my supervisor within 48 hours using Form STD 270.

<table>
<thead>
<tr>
<th>Traveler:</th>
<th>Marc Benadiba</th>
<th>10/5/2015</th>
</tr>
</thead>
<tbody>
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<td>signature</td>
<td>print name</td>
<td>date</td>
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<table>
<thead>
<tr>
<th>Approving Official ‡</th>
<th>Brett Holman</th>
<th>University Controller</th>
<th>10/5/2015</th>
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<tbody>
<tr>
<td>signature</td>
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<td>print title</td>
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**International Travel Requires the Following Additional Approvals:**

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‡ Must have signature authority on chartfields listed, and hold an employment classification of MPP, Dept. Head, Dept. Chair or Confidential
Hotel Rate Changes

- Effective immediately, the cap for allowable hotel rates has been increased from $195 to $275
  - Rate = base rate exclusive of taxes and fees
- Hotel rates should always be as reasonable and economical as possible for your travel situation
- The Travel Pre-Authorization Form (Pre-Auth) has been modified to include the $275 rate
Hotel Rate Changes

- In the rare situation that $275 is insufficient to cover the cost of hotel, the reasons should be documented on the Pre-Auth. Allowable reasons for exceeding the rate include:
  - Conference rate for the hotel exceeds $275
  - Travel destination is expensive (i.e. San Francisco, or Manhattan)
  - Availability (i.e. only hotel available was >$275)
Receipt Limit Change

- Effective immediately, Fiscal Services no longer requires receipt submission to accounts payable for any individual travel expense up to $40.
- Approving officials should still require receipts in order to properly conduct their review and approval regardless of amount.
Meals-Domestic Travel

- CSU Travel Policy allows traveler to claim **actual** meal expenses incurred **up to** a $55 cap per day
- Travelers should not submit meal expenses for reimbursement when a conference includes meals as part of the event
- Per the CSU Travel Policy, the $55 cap shall not be used as a per diem

  Example: If you spent $10/$15/$20 on breakfast/lunch/dinner, then you should only be claiming $45 in meals for the day, not $55
Meals < 24 Hour Travel

- If travel includes an overnight stay then meal expenses incurred may be reimbursed up to the $55 cap.
- If travel does not include an overnight stay then breakfast and dinner expenses incurred may be reimbursed up to the $55 cap and will be treated as income for payroll tax purposes.
- Under no circumstances will lunch expenses be reimbursed for < 24 hour travel.
Incidentals-Domestic Travel

- Reimbursement for incidental expenses incurred are capped at $7 per day
- No incidental expense reimbursement for the first day of travel

Examples:
Incidentals can include tips to baggage carriers, mailing costs, hotel business center charges, etc.
Lodging-Domestic Travel

- Lodging expenses incurred are claimed
- Expenses claimed should be reasonable
- Itemized hotel receipts are **always** required
- Nightly rate, excluding taxes, cannot exceed $275 unless supported with justification and pre-approval
  - >$275 justification is documented and approved on the Pre-Auth
  - Example justification: The conference rate for the hotel attended exceeded $275
- Hotels should not charge occupancy taxes if presented with a Occupancy Waiver Form, your Pre-Auth and a State ID
Mileage-Domestic Travel

- Mileage is reimbursed at 57.5 cents per mile
- Rate includes reimbursement for fuel, insurance, registration and wear and tear
- Travelers using a private vehicle should not submit actual fuel charges for reimbursement (only allowed for rental car arrangements)
- In order to travel using a privately owned vehicle you must have an “Authorization to use Privately owned vehicle on State Business” on file in your department
### Travel Expenses

**Marc Benadiba**

<table>
<thead>
<tr>
<th>Departure and Arrival</th>
<th>City and State or City and Country where expenses were incurred</th>
<th>Domestic Travel Meals Costs</th>
<th>Domestic Travel Incidental Expenses</th>
<th>Foreign Travel Meals &amp; Incidental Rate</th>
<th>Lodging Cost</th>
<th>Airfare Cost</th>
<th>Private Car Use</th>
<th>Mac. Travel Expense (Enter below)</th>
<th>Total Expenses</th>
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<td>24.88</td>
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<td>200.0</td>
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<td>11/2/15 8PM</td>
<td>LA to San Luis Obispo</td>
<td>8.55</td>
<td>14.23</td>
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### State (CPSU, including University Campus Programs)

**Fund** | **DeptID** | **Account** | **Program** | **Class** | **Project** | **Amount**
---|------------|------------|------------|-----------|------------|----------
SL001 | 111111 | 606001 | 0.00

Expenses paid by traveler’s ProCard (University Advancement only):

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<tr>
<th>Account</th>
<th>Project</th>
<th>Amount</th>
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<tbody>
<tr>
<td>107893</td>
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</table>

### Total State Amount Authorized

**$400.00**

### CPC Reimbursement Total

**$200.00**

### Total CPC Amount Authorized

**$0.00**

### CPC Reimbursement Total

**$0.00**

### Travel Expenses Paid on Your Behalf - Direct Billed

**CAL POLY CORPORATION (CPC)**

**Org Key** | **Object Code** | **Amount**
---|-----------------|--------
198100 | 0.00 | 200.00

**Notes:**

- **CJU Conference Fee**
- **Conference Fees**
- **Rental Car Expenses**
- **Other Expenses**
- **Subtotal** $200.00

**Total Cost of Authorized Expenses**

**$600.00**
I hereby certify that the above is a true statement of the travel expenses incurred by me in accordance with applicable California State University procedures and that all items shown were for the official business of The California State University. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

<table>
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<tr>
<th>CLAIMANT'S SIGNATURE</th>
<th>DATE</th>
<th>APPROVING OFFICIAL SIGNATURE</th>
<th>DATE</th>
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<th>PRINT NAME</th>
<th>PRINT NAME FOR APPROVING OFFICIAL</th>
<th>TITLE</th>
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Rates for Lodging, Meals and Incidental Expenses vary depending on whether you are traveling in the U.S. or internationally.

Rates for U.S. travel: See grid on the "Rates" tab  
Rates for international travel:  
http://aoprals.state.gov/web920/per_diem.asp

Revised 3/16/15
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Total Miscellaneous expenses $0.00
International Travel

- Significantly different than domestic travel
- Meals and incidentals are combined per day and claimed for amounts incurred up to the published federal government per diem
  - No receipts required to support the meals and incidental rate
- Lodging expenses incurred are claimed up to the published federal government per diem
  - Receipts always required
- The per diem amounts should be used as a cap
- The Federal government per diems can be found at the bottom of the Travel Claim Form
<table>
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<th>Country Name</th>
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<th>Maximum Lodging Rate</th>
<th>M &amp; IE Rate</th>
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International Travel

- Authorization to travel internationally must be obtained through the Cal Poly International Center (CPIC) prior to making any arrangements and must be approved by the Provost (no exceptions).

- CPIC’s web site contains the required pre-authorization documents and walks the traveler thru the process step by step.

- Due to an elevated level of risk and higher cost, international travel must be planned well in advance.
  - See CPIC’s website for planning timeframes.
Travel Pre-Authorization Additional Approval Requirements

Traveler:

signature __________________________  print name __________________________  date ____________

☐ In accordance with CSU Policy, this travel serves mission-critical needs for the University.

Approving Official ‡

signature __________________________  print name __________________________  print title __________________________  date ____________

International Travel Requires the Following Additional Approvals:

Dean

signature __________________________  print name __________________________  date ____________

Provost

signature __________________________  print name __________________________  date ____________

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**CAL POLY CORPORATION (CPC)**

<table>
<thead>
<tr>
<th>Org Key</th>
<th>Object Code</th>
<th>Amount</th>
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<tbody>
<tr>
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**TRAVEL EXPENSES PAID ON YOUR BEHALF - Direct Billed**

<table>
<thead>
<tr>
<th>Notes:</th>
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**TOTAL COST OF AUTHORIZED EXPENSES**

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<tr>
<th>Amount</th>
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</tbody>
</table>
I hereby certify that the above is a true statement of the travel expenses incurred by me in accordance with applicable California State University procedures and that all items shown were for the official business of The California State University. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

<table>
<thead>
<tr>
<th>CLAIMANT'S SIGNATURE</th>
<th>DATE</th>
<th>APPROVING OFFICIAL SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Must have signature authority on chartfields listed, and hold a minimum employment classification of MPP, Dept. Head, Dept. Chair, or Confidential.)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PRINT NAME</th>
<th>PRINT NAME FOR APPROVING OFFICIAL</th>
<th>TITLE</th>
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</table>

Rates for Lodging, Meals and Incidental Expenses vary depending on whether you are traveling in the U.S. or internationally

Rates for U.S. travel: See grid on the "Rates" tab

Rates for international travel: [http://aoprals.state.gov/web920/per_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)

Revised 3/16/15
International Business and Personal Travel Combined

- Depending on the amount of personal travel days that you combine with your Cal Poly travel, some of your travel costs could be subject to income tax.

- The CSU has adopted IRS standards to determine when and if the combination of personal and business travel creates a taxable event for the traveler.
According to the IRS there is a taxable event if both of the following conditions are met:

- The total period of the trip is longer than one week and
- At least 25% of the trip is personal
Travel Claim Form Reminders

- List any Travel Advances received on the Travel Claim Form
- List the time **AND** date of departure and arrival
- Submit Travel Claim Form and Travel Pre-Authorization Form within 10 days of trip return
- Include travel expenses not incurred by the traveler (aka direct bill charges):
  - Airfare through Giselle’s Travel (attach your bill)
  - Rental car from Enterprise (attach your bill)
  - Conference Fees paid via University ProCard
- Individual travel expenses less than or equal to $40 do not require receipt submission to accounts payable (CPC has same standard)
- Do not submit documentation with your travel claim that is not pertinent to audit and payment. PLEASE!
- Hotels should not charge occupancy taxes if presented with your Travel Pre-Authorization Form and a State ID. Occupancy rates can be up to 14%!
Travel Processing - New Process

- Original travel documents submitted to State accounts payable for processing may now be submitted via email* of scanned documents.
  - Scan and email can be done via dept. copiers
    - Make sure to have the copier send you an email and then forward the email to our email below. i.e. don’t send directly from copier to accounts payable
    - Make sure the scan is legible, i.e. open the attachment to ensure it’s readable before emailing the document

* accounts-payable@calpoly.edu
One email per document being submitted i.e. if you’re sending 3 travel claims then accounts payable should be receiving 3 emails, or one email with three attachments.

Department should retain original copy of emailed document until expense is reflected on dashboards.

Communications to notify departments of missing travel documentation will be handled via email of scanned copies.
Expediting Your Travel Reimbursement

- Travel claims submitted incorrectly to accounts payable guarantee that your reimbursement request will be delayed.
- 50% to 60% of the claims submitted are incorrect and require the accounts payable technician to follow up with the department.
- Some of the most common problems we experience:
  - Missing or non-itemized receipts for expenses greater than $40
  - Hotel > $275 without authorization
  - Travel Pre-authorization not included with claim
  - Hand entered forms
  - Wrong/old form used
Travel Policy

Reference Materials:

- Cal Poly Travel Web Page

- Cal Poly Forms
  [http://afd.calpoly.edu/fiscalservices/forms.asp](http://afd.calpoly.edu/fiscalservices/forms.asp)
## Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Entity</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marc Benadiba</td>
<td>University</td>
<td>Associate Controller Fiscal Services</td>
<td><a href="mailto:mbenadib@calpoly.edu">mbenadib@calpoly.edu</a></td>
<td>756-5864</td>
</tr>
<tr>
<td>Francie Murphee</td>
<td>University</td>
<td>Accounts Payable Lead</td>
<td><a href="mailto:fmurphee@calpoly.edu">fmurphee@calpoly.edu</a></td>
<td>756-6092</td>
</tr>
<tr>
<td>Beatrice Jones</td>
<td>University</td>
<td>Accounts Payable-Travel</td>
<td><a href="mailto:bjones35@calpoly.edu">bjones35@calpoly.edu</a></td>
<td>756-1717</td>
</tr>
<tr>
<td>Cindy Boone</td>
<td>Cal Poly Corporation</td>
<td>Accounting Manager</td>
<td><a href="mailto:cmboone@calpoly.edu">cmboone@calpoly.edu</a></td>
<td>756-2457</td>
</tr>
<tr>
<td>Julia Perez</td>
<td>Cal Poly Corporation</td>
<td>Accounts Receivable</td>
<td><a href="mailto:furtadop@calpoly.edu">furtadop@calpoly.edu</a></td>
<td>756-1125</td>
</tr>
<tr>
<td>Netherly Martinek</td>
<td>University</td>
<td>University Campus Programs</td>
<td><a href="mailto:nmartine@calpoly.edu">nmartine@calpoly.edu</a></td>
<td>756-5164</td>
</tr>
</tbody>
</table>
AFD Business Connection

Thank you for attending!