



# CSULB Travel Procedures

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# CSULB Travel Procedures

## I. INTRODUCTION

This set of procedures has been developed to provide guidance to CSULB business travelers, approvers, and payment processors for travel conducted on behalf of California State University, Long Beach. It supplies the details to statements referenced in the CSULB Travel Policy and explains the taxability of certain reimbursements.



# CSULB Travel Procedures



# CSULB Travel Procedures

- Traveled on official business

## 2. Approving Authority Responsibility

The approving authority is responsible for :

- Ensuring expenses are charged to funds authorized for the purpose and in compliance with the travel policy and related procedures;
- Ensuring expenses requested are ordinary, reasonable, not extravagant, necessary, and supported by a business purpose or justification, as appropriate;
- Validating, to the extent possible, that the approving authority reasonably believe7.5 ( )6ncTT6 1 T



# CSULB Travel Procedures

In order to document the business purpose for which an advance was issued, the traveler must submit a Travel Expense Claim within 30 days after completion of travel even if he or she is not owed any additional reimbursement.

Cash Advances are only issued in the following circumstances:

- Travel is for a student group
- International travel

## 1. Issuance of Cash Advances

Cash advances will be issued no more than 15 days in advance of the travel. The amount requested on the Travel Advance Request form shall not exceed a reasonable estimate of the out-of-pocket expenses needed for the trip.

Cash advances should not be authorized under the following circumstances:

- The traveler is 30 days delinquent (60 days past the last day of the trip) in submitting a Travel Expense Claim for a prior trip

Since a traveler should have no more than one outstanding cash advance at a time, each cash advance should be accounted for before another cash advance is granted.

## 2. Non-Cash Advances

Employees may be reimbursed for out-of-pocket costs occurring prior to the actual dates of travel by submitting a travel claim form for reimbursement. This amount is considered an advance and a travel

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# CSULB Travel Procedures

associated with a cancelled trip must be used for the employee's next trip.

## IV. TRANSPORTATION EXPENSES

Transportation expenses shall be reimbursed based on the most economical mode of





# CSULB Travel Procedures

A US carrier is not available

Use of U.S. carrier service would extend travel time, including delay at origin, by 24 hours or more.

U.S. carriers do not offer nonstop or direct service between origin and



# CSULB Travel Procedures

## 2. Rental Cars

When renting a vehicle, travelers are expected to utilize rental agencies which have negotiated contracts with the State of California or the University that include insurance coverage. Renting vehicles from a noncontracted vendor is prohibited unless vehicles are unavailable from a contracted vendor. See section on Travel Related Insurance Rental Vehicles for insurance requirements.

### a. Authorization to Rent

A vehicle may be rented when renting would be more advantageous to the University than other means of commercial transportation, such as using a taxi. Advance reservations should be made whenever possible and a compact, economy or intermediate class vehicle requested. These classes should be used unless a no-cost upgrade is provided or if the recommended sizes are not adequate to meet the business purposes of the trip.

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# CSULB Travel Procedures

commercial rental car contracts.

### 3. Private Vehicles

When using a private vehicle, qualified drivers are responsible for carrying and maintaining liability insurance. See Travel Related Insurance: Private Vehicles for insurance requirements and allowable reimbursements in case of an accident.

Individuals requesting mileage reimbursement are certifying the number of miles driven is accurate. When two or more persons on university business share a private vehicle, only the driver may claim reimbursement for mileage. A duly completed [STD 261: Authorization to Use Privately Owned Vehicles on State Business](#), updated every year must be on file when using a private vehicle for University





# CSULB Travel Procedures

## 1. Local Public Transportation, Shuttle Service and Taxis

Local public transportation fares (e.g., buses, subway, streetcars) shall be allowed. The cost of shuttle service (including airport car service, if appropriate) to and from an airport or railroad station, plus reasonable tips, is allowable to the extent such service is not included in air or rail fares. Taxi fares and other ride-hailing services, incl



# CSULB Travel Procedures

Lodging expenses must be substantiated with a receipt. If the traveler is unable to provide a required receipt, they must include a statement with the Travel Expense Claim explaining why a receipt is not available.

2. California City and County Transient Occupancy Taxes Exemption

In some California cities and counties, University employees traveling on official business are granted an exemption from the payment of occupancy taxes imposed by these cities or counties.





# CSULB Travel Procedures



# CSULB Travel Procedures

The University may negotiate agreements with restaurants, hotels, and similar establishments to furnish subsistence to a group or groups of University employees when it is to the University's advantage. Under such an agreement the w0.228 0 Td (t)-16 f0.01u 2 0 Tdt-165.1 (m)-3i2f0.01u 2o.913 0 Td ( )Tj -0.0(h



# CSULB Travel Procedures



# CSULB Travel Procedures

may not be reimbursed.

## 2. School Site Teacher Candidate Supervisors

In their roles as School Site Teacher Candidate Supervisors, faculty will be reimbursed in accordance with the Memorandum of Understanding between the California Faculty Association and California State University.

## 3. Athletic Coaches

Travel Expenses incurred by Athletic Department personnel, including coaches, for the



# CSULB Travel Procedures

Expenses to be reimbursed for temporary assignments are subject to the reporting and substantiation rules outlined in these guidelines, including those for extended length of stay and location

## B. Non-University Travelers

Travelers in this category include prospective employees, independent contractors and consultants, students and non-degree candidates, volunteers, visiting scholars, spouses and registered domestic partners

STD. 204 Payee Data Record for each nonemployee traveler is required to be on file with the University prior to making a payment. This is required by California 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).

It is mandatory for vendors to furnish the information requested. Federal law requires that payments for which the requested information is not provided may be subject to federal withholding.

Allowable travel expenses for non-University travelers are subject to the provisions of these guidelines. A Travel Expense Claim must be submitted in accordance with the requirements set forth in Reporting Travel Expenses.

### 1. Prospective Employees

The University may reimburse the actual travel expense related to interviewing prospective employees when such expenses are necessary to acquire a new person for employment.





# CSULB Travel Procedures

expenses may be restricted by the visitor's visa status or other requirements established by the Department of Homeland Security. In most cases, additional documentation must be provided by the visitor in advance of reimbursement. Please contact the campus Tax Specialist for more information.

## 7. Spouse or Registered Domestic Partner

Travel expenses of a spouse or registered domestic partner of a CSULB employee are reimbursable under the same conditions as those of the employee. (See Section 8.04 23-3.6 (u) (s) 1. ce 8 (v) - 2. [(Tr4DTd ( ) TJ - 0.001 Tc 0.04522 Tw 0.228 f) 10.5









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# CSULB Travel Procedures

E-mailed or faxed documentation provided by an airline or travel agency for electronic ticketing expenses for airfare is acceptable for substantiating such expenses. A copy of the receipt and receipt printed locally should be attached to the TEC

## c. Missing Original Receipts

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 TEC. The statement must include a certification that the amount shown is the amount actually paid and that the traveler has not and will not seek reimbursement from any other source.

The Appropriate Administrator must approve the travel claim form for the expense. In the absence of a satisfactory explanation or administrator approval, the amount involved will not be reimbursed. See missing receipt form available via the forms tile on SSO.

When traveling internationally where it may not be customary to receive a receipt from certain vendors (i.e. local group meals), the traveler should journalize their expenses for consideration of reimbursement.

## C. Certification of Travel Expenses

The traveler must sign the Travel Expense Claim certifying that the amounts claimed are a true statement of the expenses incurred while on official University business and that all required receipts have been submitted. For expenses where a receipt is not required, the employee's signature is substantiation for that expense.

Submission of the Travel Expense Claim under a traveler's electronic authorization will be considered certification that the traveler incurred the expenses being claimed. In accordance with IRS regulations, an electronic signature must:

Identify the traveler who he



# CSULB Travel Procedures

All transactions shall be authorized according to sound management practices.

Subordinates cannot approve transactions for their superiors, regardless of the authority level.

Campus president is the exception, the chief financial officer will approve the travel expenses of the campus president, including spouse, registered domestic partner or an associate of the president

Delegates may not approve transactions for themselves or their relatives. 5.5 Srds11



# CSULB Travel Procedures

The cost of moving the employee to and



# CSULB Travel Procedures

## B. Travel Less than 24 Hours

When the entire length of a trip is less than 24 hours, M&E shall not be reimbursed unless the traveler is away from home overnight as supported by a lodging receipt. If the traveler is unable to provide a lodging receipt, a statement must be included with

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# CSULB Travel Procedures

within the Contiguous United States 30 Days or More for instructions on calculating the daily expense rate.

The rate for payment shall not exceed the maximum per diem rate applicable to the destination location.

The traveler is expected to seek long term accommodations when staying in one location for 30 or more consecutive days but less than one year.

Actual costs paid for lodging taxes are included in the published per diem rate. Separate claim for lodging taxes incurred in foreign areas are not allowed.

## D. Assignments that Exceed One Year – Indefinite Travel

The rules for domestic indefinite travel set forth in Indefinite Travel- Assignments that Exceed One Year also apply to the reimbursement of travel expenses incurred in connection with indefinite international assignments of one year or more, with the following exceptions:

To compensate for additional federal and state income taxes and employment taxes owed by the employee, the reimbursement rate for subsistence expenses may be increased by up to 150% of the applicable federal per diem rate authorized for long-term travel.

The amount of the increase, if any, calculated for each employee must take into account the effect of the annual foreign earned income exclusion that may be



# CSULB Travel Procedures

portion of his/her time on personal travel, any employer reimbursement applicable to the personal portion of the trip is taxable unless an exception applies.

The traveler's international flight cost is considered entirely for business and nontaxable if the traveler meets at least one of the following four exceptions:

1. No substantial control. The trip is considered entirely for business if the traveler didn't have substantial control over arranging the trip. Control over the timing of the trip doesn't by itself mean that there is substantial control over arranging the trip. The traveler doesn't have substantial control over the trip if the traveler is:
  - An employee who was reimbursed or paid a travel expense allowance; and
  - Not related to the employer; or
  - Not a managing executive. A managing executive is an employee who has the authority and responsibility, without being subject to the veto of another, to decide on the need for the business travel.
2. Outside US no more than a week. The trip is considered entirely for business if the traveler is outside the US for a week or less, combining business and nonbusiness activities. One week means 7 consecutive days. In counting the days, don't count the day the traveler leaves the US, but count the day when the traveler returns to the US.
3. Less than 25% of time on personal activities. The trip is considered entirely for business if the traveler:
  - Is outside of the US for more than a week; and
  - Spent less than 25% of the total time outside of the US on nonbusiness activities.
4. Vacation is not a major consideration. The trip is considered entirely for business if the traveler can establish that personal vacation wasn't a major consideration, even if there is a substantial control over arranging the trip.

If none of the four exceptions listed above applies, then an employee's international travel is primarily not for business. Only the business portion of the cost of getting to and from the destination is nontaxable. To determine the taxable portion of the round trip flight, apply the following ratio to the total cost of the flight:

The rules set forth in this section are limited to the cost of the transportation to and from an international destination. To determine the taxability of other travel expenses reimbursed by the employer, besides transportation, refer to the relevant part of this policy and procedures. Travel

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# CSULB Travel Procedures

insurance, currency conversion, ATM and check cashing fees outside the U.S., the cost of traveler's checks, posts related to hiring guides, translators, and local labor; and the







# CSULB Travel Procedures

airline tickets paid in advance of travel.

Travel Expenses- expenses that are ordinary and necessary to accomplish the official business purpose of a trip. Refer to the following sections for a description of travel expenses eligible for reimbursement: Transportation Expenses, Subsistence Expenses, and Miscellaneous Travel Expenses.

Travel Expense Claim: written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel.

Travel Status- the period during which a traveler is traveling on official University business outside the vicinity of his/her normal work location or residence.

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# CSULB Travel Procedures

## Appendix B - Mileage Reimbursement Rates for Private Vehicles

The following mileage reimbursement rates shall be used to reimburse travelers who use a private automobile on official University business:

A. Automobiles-employee owned/procured (including vans)

Campus follows the [Current IRS Standard Rate](#)

B. Standard Rate for travel in connection with move or relocation

Campus follows the [Current IRS Standard Rate](#)



# CSULB Travel Procedures

## Appendix C- Tips and Gratuities

The following chart summarizes the applicable reimbursement method for tips and gratuities incurred while on travel status.









# CSULB Travel Procedures

## Appendix G Meals provided as Part of Event

If the trip include meals that are already paid for, such as through a conference registration fee, the provided meals must be deducted from the meals & incidentals per diem rate by using the [GSA M&IE Breakdown](#) is the sample chart for per diems that equal \$ 59.00. This chart reflects the break down by meal service, the incidentals



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# CSULB Travel Procedures

## Appendix I - IRS Tax Gross Up Formula

Under the IRS one-year rule, travel expense reimbursements for assignments that exceed one year must be treated as taxable income. Thus, to compensate for additional federal and state income and applicable employment taxes owed by an employee, the reimbursement rate may be increased up to 150% of the applicable federal per diem rate authorized for the location of travel.

Following are two examples of the gross up procedure for a trip of more than one year. In both examples, a \$91 daily reimbursement rate is assumed to be the final per diem rate.

### Example 1 Salary Subject to Social Security Tax

This example is based on the following assumptions:

- 15% Federal income tax rate
- 5.1% California income tax rate [6% less 15% Federal tax benefit]
- 1.45% Medicare rate
- 6.2% Social Security rate

The Gross Up Formula is  $51.310164506 - 4w j96 re W n0q /GS0 gs 43 (0602161\$ )0 4w 34999 3[6 T3549570$



# CSULB Travel Procedures

## Appendix J Taxability of International Travel with Personal Use

Reimbursements for international travel that have both a business and a personal component may be subject to tax. An employee's international travel will be considered entirely for business, and thus completely nontaxable, when any one of the four exception applies:

1. No substantial control;
2. Outside US no more than a week;
- 3.









# CSULB Travel Procedures

9. Does the traveler need to submit receipts when claiming per diem allowance?  
No. Expenses reimbursed using per diem allowance does not require supporting receipts as long as the claim meets other substantiation requirements, including date, place, and business purpose.
  
10. What expenses are included in the per diem rate for M&IE?



# CSULB Travel Procedures

## FORMS AND INSTRUCTIONS

[Travel Claim form & instructions](#)

[Hotel / Motel Transient Occupancy Tax Waiver](#)

[Authorization to Use Privately Owned Vehicle on State Business](#)

[Using Giselle Travel \[Instructions\]](#)

[Request for Travel Form](#)

