



ACCOUNTS PAYABLE

Travel Policy Matrix
Campus Update

CURRENT POLICY	NEW POLICY
Travel claims are audited for appropriateness of expenses. Inappropriate or unnecessary expenses may be denied. AP currently audits to determine allowable expenses.	Defines the role of those involved in the travel approval and reimbursement process. Accountability for the appropriate expenditure of university funds for travel is assigned to the traveler and approving authority. The traveler and the approving authority ensure expenses requested are ordinary, reasonable, not extravagant, necessary and supported by a business purpose or justification, as appropriate.
Meal Allowance is reimbursement for actual costs up to a maximum of \$10 for breakfast, \$15 for lunch and \$25 for dinner. \$5 per 24 hours for incidental expenses are allowed. Receipts are not required.	Domestic Maximum Daily Meal Allowance is \$55.00 and \$7.00 per 24 hours is allowed for incidentals. Reimbursement is for actual costs. There is no "per meal" breakdown.
Tips for taxi/ shuttle services are included as part of the \$5.00 daily incidentals. The tip is separated from the fare, if the tip is shown on the receipt.	Tips are not considered part of the \$7.00 incidentals maximum. 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 are reimbursed as part of the meal expense; taxi tips are reimbursed as part of the taxi expense; valet tips (if exception is granted) are reimbursed as part of the parking fee.
Any single expense of <u>\$25.00 or less</u> does not require a receipt.	Any single expense of <u>\$25.00 or more</u> must be supported by an original itemized receipt.
International travel meals are reimbursed the same as the daily meal allowance. Destination is not a factor. Meal Allowance is reimbursement for actual costs up to a maximum of \$10 for breakfast, \$15 for lunch and \$25 for dinner. \$5 per 24 hours for incidental expenses are allowed. Receipts are not required.	Use the published Federal Government Meal Per Diem for the specific location. Receipts are not required. http://www.defensetravel.dod.mil/site/perdiem.cfm

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No reimbursement to travelers for out of pocket expenses prior to their date of travel.	Employees may also request reimbursement for costs incurred prior to the actual dates of travel by submitting a travel advance request or travel claim form for reimbursement.
<u>Two</u> Travel advances - are allowed.	Limited to <u>one</u> travel advance.
Reconciliation of outstanding advances are expected to be cleared within 30 days. Travel Coordinator sends 2 reminder notes: first at 30 days and another before 60 days delinquent. If no claim or repayment is received, Accounts Payable reports to the employees' supervisor and the administrators of their college, requesting a resolution.	Unrecovered advances: 60 days after a trip was expected to be completed, the accounting office should initiate proceedings to recover outstanding advances. AP will charge any outstanding amount to the financial account given on the request for advance. An employee's written permission must be obtained to deduct the repayment from their wages, or any other amounts due the traveler. If permission is not obtained, the campus may recover the amount through a collection agency. At 120 days, the University is obligated by IRS rules to report the unrecovered amount through payroll as additional wages to the employee. Income and applicable employment taxes will be withheld from the employees regular earnings, and no refund will be given.
Privately owned aircraft travel. SDSU refers to the CSU Chancellor's office policy. Prior approval must be in place to use the private aircraft on business and insurance procured by DGS. The individual must have a pilot's license. Maximum insurance liability amount is 15,000.00. If the pilot is the employee and will be carrying passengers, the following flight hours must be met: 250 air, and 60 of those must have been within the past 12 months. Reimbursement for expense is the same as current mileage rate, except for "air distance", using the shortest route.	Pilot needs prior approval, a pilot's license and must have logged 10 hours of flight time within the past 90 days. To carry passengers, 500 hours of flight time or a commercial pilot license is required. Insurance certificate must be on file with the Risk Management office. Reimbursement can be either air miles plus parking and transportation to and from the parking/storage point or reimbursement can be based on the lowest regular coach fare available plus actual meals.
Parking Reimbursements currently have no specified limitations.	Valet parking charges in excess of normal parking charges shall be borne by the traveler unless the traveler obtains an exception.

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	<p>SDSU to offer corporate travel cards to enable traveler to obtain government rates and industry wide discounts. The Travel Card Program is coming soon.</p> <p><u>Corporate Travel Card from U.S. Bank</u></p>
<p>State Dept. Travel Warnings are monitored by Risk Management at SDSU when it pertains to student abroad group trips.</p>	<p>International travel to areas on the State Departments Travel Warning list requires prior written approval from the GFO or designee <u>PRESIDENT OF SDSU</u>.</p> <p>http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html</p>
<p>Privately Owned Vehicles driven on business requires employee to have Defensive Driving certificate.</p>	<p>The requirement remains the same. Privately Owned Vehicles driven on business requires employee to have Defensive Driving certificate.</p>
<p>International candidates for hire are to be reimbursed from point of origin in the USA.</p>	<p>Actual transportation expenses for prospective employees shall not exceed one round trip coach airfare between the prospective employee's current residence and the interview location.</p>
<p>Travel related insurance is not reimbursable.</p>	<p>Foreign travel insurance is available for all faculty and staff. Enrollment is through Risk Management.</p> <p>http://riskmgmt.sdsu.edu/ftip.htm</p>