Administrative Policy

Number:	P002
Effective:	04/18/2024
Supersedes:	01/02/2024
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Subject: TRAVEL POLICY

1.0 PURPOSE:

To establish the policy and procedures governing the reimbursement of travel-related expenses incurred while conducting University or State business.

2.0 ORGANIZATIONS AFFECTED:

2.1. All organizational units of the University, excluding Auxiliary organizations.

2.2. Important: This procedure, or portions thereof, may be superseded by an agreement between the California State University (CSU) and an applicable collective bargaining agreement (CBA). When referring to this procedure concerning actions affecting represented employees, consult the CBA that applies to employees within the represented unit for additional guidance.

3.0 REFERENCES:

3.1. CSU Travel and Business Expense Payments Policy (ICSUAM 3601.01)

3.2. CSU Use of University and Private Vehicles Guidelines

3.3. Policy for One-Up (Next-Level) Authorizations for Business Expenses. (Cal State LA, Administrative Policy #P006)

3.4. Delegation of Authority. (Cal State LA, Administrative Policy #P010)

Refer to the **Signature Authority Matrix** under Travel for additional details.

3.5. CSU Student Travel Policy (EO 1041)

4.0 POLICY:

4.1. Policies and regulations concerning travel expenses and allowances are governed by the CSU as determined by the Trustees.

4.2. Travel regulations affecting University employees will be applied in accordance with Cal State, LA campus-specific policy and the CSU Travel and Business Expense Payments Policy (ICSUAM 3601.01) and any subsequent related policies and/or procedures issued by the CSU.

4.3. **Campus Specific:** Travel must be authorized prior to travel utilizing the Request for Travel (RFT). The approved RFT should be submitted 10 days prior to the travel date. The Travel Expense Claim (TEC) must be submitted to the campus Travel Office within 60 days after completion of travel. For additional guidance, refer to Cal State LA's One Stop Financial Services- Travel website.

Refer to section **6.5** for guidance on exceptions to the University Travel Policy.

5.0. DEFINITIONS:

5.1. Approving Authority – The appropriate individual(s) to whom authority has been delegated to approve a Request for Travel (i.e., Travel Authorization) and/or Travel Expenses (i.e., Travel Expense Claim) in accordance with the following:

- CSU Travel and Business Expense Payments Policy
- Cal State LA Delegation of Authority Policy
- Cal State LA Policy for One-Up (Next-Level) Authorizations for Business Expenses

5.2. Chief Financial Officer - Vice President and Chief Financial Officer (CFO).

5.3. Executive Officers - The President and campus Vice Presidents.

6.0. RESPONSIBILITIES:

6.1. The President delegates authority to the Executive Officers to approve travel requests for their respective areas in accordance with the Cal State LA Delegation of Authority Policy.

This delegated authority includes requests to foreign destinations and high-hazard international travel; however, it does not extend to travel requests for high-hazard international travel to “War Risk” countries.

6.2. The Executive Officers may delegate this authority as appropriate, except for requests for travel to foreign destinations and high-hazard international travel in accordance with Cal State LA Delegation of Authority Policy.

6.3. The Approving Authority will ensure all expenses are reasonable in terms of price, purpose, and necessity and in accordance with the following:

- CSU Travel and Business Expense Payments Policy and
- Cal State LA- Policy for One-Up (Next-Level) Authorizations for Business Expenses.

6.4. Traveler will, among others, ensure all expenses comply with the travel policy; provide the business purpose and inclusive dates of each trip; make certain that the business-related expenses they incur are ordinary, reasonable, not extravagant, and necessary for the purpose of the trip; taking all steps to minimize risk to themselves and the University. This includes utilizing safe transportation and lodging options and appropriate insurance coverage. University employees are always expected to seek the best value whenever they obtain lodging. 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.

The traveler must comply with all applicable provisions in accordance with this policy and the following:

- CSU Travel and Business Expense Payments Policy
- Cal State LA One Stop Financial Services Travel Guidance.
- Cal State LA- Policy for One-Up (Next-Level) Authorizations for Business Expenses.

6.5. The appropriate Vice Presidents (or designees) will review/approve requests for exceptions to the University Travel Policy.

Note: Exceptions to the University Travel Policy require an approved Travel Policy Exception Justification (or applicable form) to be submitted with the Travel approval packet.

A traveler who attends an approved conference where the prearranged conference group/lodging rate exceeds the $333 per night limit (excluding taxes and other related charges) may stay at the conference hotel without additional approval for the prearranged conference group rate. Documentation to substantiate the prearranged conference group/lodging rate **must** be provided with the Travel approval packet.

6.6. One-Stop Financial Services will:

6.6.1. Establish and maintain internal processes to ensure that travel documents are prepared completely and accurately and in accordance with this Policy and the:

- CSU Travel and Business Expense Payments Policy or any subsequent related policies and/or procedures issued by the CSU.
- Cal State LA Delegation of Authority
- Cal State LA Policy for One-Up (Next-Level) Authorizations for Business Expenses

7.0. APPENDICES:

7.1. Cal State LA Travel Website

7.2. IRS Mileage Rates