

LOKER UNIVERSITY STUDENT UNION, INC. TRAVEL POLICY

INTRODUCTION

In accordance with the requirements of the California State University (CSU) and the Internal Revenue Services (IRS), the California State University, Dominguez Hills (CSUDH) University Student Union has adopted this policy for the reimbursement as well as other expenses. This policy applies to University Student Union employees as well as other individuals performing travel related to University Students Unions/ University business or projects administered by the University Student Union.

REIMBURSEMENT FOR TRAVEL

Reimbursement of travel expenses incurred by University Student Union employees or by CSUDH employees or students, or other persons participating in travel conducting University Student Union/ University business shall be **comparable** to the reimbursement normally provided by the CSU for its employees. Exceptions for levels of reimbursement differing from that which would normally be provided for CSU employees may be approved by the Director, Loker University Student Union.

TRAVEL DOCUMENTATION

The documents used by the CSUDH University Student Union to authorize travel, request travel advances, and received travel reimbursements are its own internal for, **TRAVEL AUTHORIZATION FORM – ADVANCE REIMBURSEMENT** and **ITEMIZED TRAVEL EXPENSES CLAIM FORM**.

In all cases where reimbursement for travel will be fully or partially paid by the University Student Union, a properly executed Traveled Authorization form must be submitted to the University Student Union Office **before** commencement of travel.

TRAVEL AUTHORIZATION FOR MINORS

For travel paid by a University Student Union account involving minors, a TRAVEL AUTHORIZATION/ RELEASE OF LIABILITY FOR MINOR FORM must be completed and signed by the minor's parent or guardian and submitted to the University Student Union Office with the Travel Authorization Form.

CLAIMS FOR MILEAGE ONLY

In the case where mileage only is being reimbursed, no advance will be authorized. Approval of travel should be obtained by submitting a Travel Authorization Form to the Director, University Student Union. Reimburse for mileage will only be available for travel approved in advance.

TRAVEL ADVANCE

Reviewed 10/6/17
5/13/11
Adopted 9/22/00
LSU Board of Directors

It is the policy of the university Student Union to honor the request for an advance of travel funds if requested by the traveler for travel involving expected total claims of \$50 or more. Where the expected total claim is less than \$50, an advance, the proper sections of the Travel Authorization Form must be completed and submitted to the University Student union Office in accordance with the University Student Union accounts payable cycle.

TRAVEL REIMBURSEMENT CLEARING OF TRAVEL ADVANCE/CERTIFICATION OF EXPENDITURES

After completion of travel, the applicable sections of the travel Authorization Form, and the Itemized Travel expenses Claim Form (with original receipts) must be executed and submitted to the university Student Union within ten days or as soon possible after the return of the traveler.

CURRENT TRAVEL ALLOWANCE RATES

- CSUDH University Student Union allowance for each complete 24- hour period:
 - Travelers will be reimbursed actual lodging expenses when supported by an **original receipt** (see General Requirements for Reimbursement of expenditure). Meals shall be reimbursed based on the allowance listed below. Actual meal expenses in excess of the allowances listed below must be approved by the university Student Union Director. An incidental allowance consistent with the rate listed by the GSA for the region of travel per 24 hour period will be applied.
- CSUDH University Student union travel allowance for meals is based on the GSA established rate for reimbursement based on the region of travel.
 - Breakfast
(Travel begins before 7 a.m. or ends past 9 a.m.)
 - Lunch
(Travel begins before 11 a.m. or ends past 1p.m.)
Note: For travel period of **less than 24 hours in Total**, travelers may not claim any lunch allowance.
 - Dinner
(Travel begins before 4 p.m. or ends past 6 p.m.)
- Current GSA rates can be found on their website at www.gsa.gov/mie.
 - Travel for less than 24 hour period: Travelers will be reimbursed based on the applicable allowance listed above for travel within the specific time periods listed.

- Mileage: Where, the claimant has an assignment away from their normal work location (e.g., single day workshop, local conference, training, assignments at more than one location, etc...) which does not require an overnight stay and is authorized to operate a privately owned automobile, the reimbursement rate used by the California State University at the time of the travel will be applied. Mileage should be recorded on a Travel Authorization Form.
- Meals covered as part of the meeting, conference or event being attended will not be considered eligible for reimbursement.
- Incidentals: A daily incidental reimbursement will be provided for each 24 hour period after the first 24 hour period. This is to cover items such as tips to baggage handlers, hotel staff, etc... The rate for this reimbursement will be consistent with the rate listed by the GSA.