

Business Operations Forum

Traveling on University Business Refresher Training

November 2, 2021



California State University
MONTEREY BAY

Introduction

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Agenda

- State of California (AB 1887)
- CSU Travel Policy
 - Definitions, Policies, and General Guidance
- CSUMB Travel Procedures
 - Local procedures and forms
- Resources
- The Future of Travel at CSUMB
- Q&A



Assembly Bill 1887

- Prohibition on state-funded and state-sponsored travel to states with discriminatory laws
- Updated by State of California Attorney General
- Exceptions
- Please visit <https://oag.ca.gov/ab1887>



AB 1887 - Banned States

Currently 18 States

- Alabama
- Arkansas
- Florida
- Idaho
- Iowa
- Kansas
- Kentucky
- Mississippi
- Montana
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- South Carolina
- South Dakota
- Tennessee
- Texas
- West Virginia

Please visit <https://oag.ca.gov/ab1887> for current listing of banned states



CSU Travel Policy

CSU Travel and Business Expense
Reimbursements Policy

[https://calstate.policystat.com/policy/10485892
/latest/](https://calstate.policystat.com/policy/10485892/latest/)



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Travel Definition & Vocabulary

- **Headquarters** - The place where the employee spends the largest portion of working time
- **Residence** - The designated place of primary dwelling
- **Paired Destination** - Two cities between which travel is authorized by a passenger ticket.
- **State Rate** - Refers to a maximum state lodging per-night rate set by the Department of Personnel Administration (DPA).



Travel Definition & Vocabulary - Continued

Employee (Part-Time and Full-Time)

- Officers, Administrators, Faculty, & Staff

Independent Contractor

- Non-employees who provide services to CSUMB

Temporary Employee

- E.g. via Employnet



Travel Economically

When determining the most economical method of transportation consider the following:

- Direct expenses (i.e. cost of airfare, hotel, car rental, taxi, shuttle, parking and mileage)
- Indirect cost (i.e. accident coverage risk, cost to change or cancel a plane fare or hotel reservation)
- State time and employee compensation
- Availability of public transportation
- Number of employees traveling to the same place at the same time
- Time allotted
- Weather conditions



Domestic Travel of Less Than 24 Hours

Without Overnight Stay:

Non-reimbursable Expenses:

- Meals
- Incidentals

What if meal reimbursement is requested?

Meal amount will be reimbursed as an additional taxable income and included in employee's W-2

Reimbursable Expenses:

- Mileage

With Overnight Stay:

Reimbursable Expenses

- Meal
- Lodging
- Incidentals



Travel Less than 24 Hours



Domestic Travel

- 48 Contiguous States (excludes Alaska and Hawaii)
 - Maximum Lodging Allowance - \$275 per night before taxes and fees
 - Daily Meal Allowance - \$55
 - Daily Incidental Allowance - \$7 a day



Travel to Alaska, Hawaii or U.S. Possessions

- **Lodging**

- Maximum Lodging Allowance - \$275 per night before taxes and fees

- **Meals**

- Paid to employee at per diem rate set by DoD.

<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

- Adjustment for meals provided without charge

https://aoprals.state.gov/content.asp?content_id=114&menu_id=81&menu_id=81



Foreign Travel

Approval:

Requires campus President's approval

Guidance and Foreign Travel Insurance:

Risk Management

http://www.calstate.edu/risk_management/rm/



Foreign Travel Expense Reimbursements

Per Diem:

- Lodging
- Meals
- Incidentals

Receipts:

- Recommended but not required by CSU Travel Policy

<https://aoprals.state.gov/>

https://aoprals.state.gov/web920/per_diem.asp



Travel Insurance

- Domestic Travel Coverage
- International Travel requirements
- When the coverage begins

Travel Resources located at: www.calstate.edu/risk_management/rm/ or you may contact CSUMB Risk Management Office



Request for Approval of Travel (RAT)

- **RAT** - Request for Approval of Travel
- A **RAT** is required to be completed in accordance with Executive Order 688, dated Sep 16, 1998, which:
 - Gives President authority to sub-delegate approval authority for travel requests
 - Establishes criteria for approval of travel



RAT Example

California State University, Monterey Bay
Request for Approval of Travel

Date: _____

In State Out of State Foreign Travel*
Foreign Travel Ins. Account 660010

Trip Number: _____
T R
Dept. Ref: _____

Traveling During COVID-19:
Verify travel safety: [CDC, Domestic Travel During COVID-19](#)

PLEASE TYPE (Please do not use abbreviations)
Name and Complete Title: _____
Address: _____
Street _____ City _____ State _____ Zip Code _____
Dept. Name & Phone No. (dept. contact person): _____
Inclusive dates of Trip and Meeting: From: _____ To: _____
City/State of Destination: _____
Name of Meeting, Course or Description of Trip: _____
Meeting or Course Sponsored or Called by: _____
Role of Person Attending (presenter, attendee etc.): _____

Trip Justification						ESTIMATED EXPENSES:			
						NOT to be Reimbursed	To Be Reimbursed		
						Meals			
						Transportation			
						Airfare			
						Car			
						Lodging			
						Registration, etc.			
						Foreign Travel Insur*			
						Other			
						Total	0		0

Account Distribution:						
ACCT	FUND	DEPTID	PROG	CLASS	PROJECT	TOTAL

Travel Advance Request

Amount \$ _____
Travel Advance may not exceed 75% of amount "To Be Reimbursed"

Amt Approved for Travel: _____

By signing below, I HEREBY CERTIFY the following:
I am currently a California State University employee and I am following the CSU Travel Procedures.

I have reviewed and now certify that if I am using a privately owned or rental vehicle, I a) have a current "Authorization to use Privately Owned Vehicle" form (STD.261) on file with the University (for private vehicle only); b) have the minimum liability insurance as required by State law; c) I have satisfied the State Defensive Driver Training requirement.

Travelers Initials: _____

* Foreign Travel Insurance costs depend upon location and length of trip. The cost range is generally between \$60 - \$275
Please project an expense amount for an estimated cost of travel.

Advances: In the event that a travel advance is issued to me; the above travel advance is necessary to defray my anticipated reimbursable expenses while traveling on business for CSUMB away from my designated headquarters. I understand that the University may deduct any uncleared amount from a California tax refund payable to me in the event it is not reimbursed by a Travel Expense Claim or refunded within 60 days after a trip and/or training commences.

Print Name and Title of Traveler: _____ Signature of Traveler: _____ Date: _____

APPROVED:	_____	Date	_____	Print Name
	<small>Direct Supervisor or Dept Chair</small>			
APPROVED:	_____	Date	_____	Print Name
	<small>Academic Dean (if appropriate)</small>			
APPROVED:	_____	Date	_____	Print Name
	<small>Provost, V.P., etc.</small>			
APPROVED:	_____	Date	_____	Print Name
	<small>President (if required)</small>			

<https://csumb.edu/finance/accounting/travel-policies-procedures/travel-forms/>



RAT - continued

What is a RAT and why does AP need it (or not!)

- Travel is authorized by departmental authority
- Accounts payable/Accounting/Finance has no role in approving travel
- A fully-approved RAT is required by AP in only two instances:
 - To pay travel advance, if requested
 - As support for travel expense reimbursement (TEC)



RAT - continued

When a RAT is required:

- Domestic Travel
- Foreign Travel
- 25 or more miles from the headquarters

When a RAT is not required

- Non-travel Status
- Non-CSU employee/special consultant (except candidates)



RAT - continued

RAT WITHOUT Travel Advance

- Must be approved before the trip by departmental/divisional authority
- AP only requires the RAT to be included with the TEC

RAT WITH Travel Advance Request

- Must be approved before the trip by departmental/divisional authority
- Submit to AP 2 weeks prior to the first day of travel to ensure timely processing
- A travel advance will not be released to the traveler after the trip.
- AP requires the approved RAT to be included with the TEC



Travel Advances

- Issuance of travel advances:
 - 75% of “To Be Reimbursed Total” on the RAT
 - Minimum of \$200 (exception: athletic team travel)
 - Submission deadline: at least 10 business days prior to the commencement of travel
- Travel expense claim (TEC) for trip with travel advance must be submitted within 120 days from the date of last day of travel
- Handling travel advance check (if non-EFT):
 - Must be picked up by the traveler at the Cashier’s Office before the trip occurs, otherwise it will be voided (no mail)



Travel Advances - continued

- Cancelled Trips
 - When an employee received and cashed the travel advance check (or EFT), funds must be repaid to CSUMB immediately. If uncashed/undeposited, check must be returned immediately
- If unable to collect reimbursement of travel advance, the entire amount will be reported as taxable income to the IRS. This will reflect on the W-2.




Travel Expense Claim (TEC)

- Personal Reimbursement vs. Travel Expense Claim (TEC)
 - Travel status
- Submission of travel claims not to exceed 120 days after the travel occurs.
- TEC must include:
 - RAT
 - Departure and return dates and times
 - Destination
 - Purpose of the trip
 - Required supporting documentation
 - Approval



Travel Expense Claim (TEC)


California State University Monterey Bay
Travel Expense Claim

TEC No.	
Amount Due:	\$ -
Pending Vehicle Mileage	\$ -
Auto Due Last Mileage (if applicable)	\$ -

Claimant Name: _____ Position/Title: _____ Department: _____ Department Contact and Extension: _____
 Residence Address: _____ Purpose of Trip: _____
 City: _____ State: _____ Zip Code: _____ Destination: _____ Date of Travel: _____

ACCT	FUND	DEPTID	PROGRAM	CLASS	PROJECT	AMOUNT
Drop-downs						
						\$ -
Claim Total:						\$ -

One-time Charges

Description	Not to Be Reimbursed	Reimbursable
Airfare		
Lodging		
Baggage Fees		
Train, Bus, etc.		
Car Rental		
Vehicle Car Gas		
Registration Fees	Use Acct 660009, if reimbursable	
One-time Charges Total:		\$ -

Daily Expenses

Date	Time Departed/Return	Lodging	Breakfast	Lunch	Dinner	Incidentals	Toll/ Shuttle/ Parking	CC:		Between What Points (Note - "and return" if round trip)	Other Business Expenses	Total Expenses For Day
								Personal Vehicle (Use Acct 660009)	Amount			
Total:												

Remarks: _____
 Private Vehicle Expense Number (if "Private Car" expenses are claimed): _____ Rate per mile: 0.575
 Total Expenses (Over-Under & Bal): _____
 Minus: Prepaid Charges _____
 Equals: Claim Total _____
 Minus: Advances Received _____
 Equals: Amount Due _____
If a difference amount is to be paid, attach a form.
If amount is negative, Claimant must deposit funds in the cashier and deposit slip needs to be attached.

I hereby certify that the above is a true statement of the travel expenses incurred by me in accordance with existing travel rules and regulations of the California State University (CSU) and California State University, Monterey Bay (CSUMB), and that all items were for the official business of the CSU and/or CSUMB.

Signature of Officer Approving Payment: _____ Signature of Claimant: _____
 Print Name: _____ Date: _____ Print Name: _____ Date: _____

Updated: 09/01/2017

<https://csumb.edu/finance/accounting/travel-policies-procedures/travel-forms/>



Travel Expense Claim (TEC)

Supporting documentation to include, but not limited to:

- Travel itineraries
- Price comparison
- Conference/Event documentation (agenda, announcement, registration payment)
- Lodging Receipts
- Rental car contract and receipt
- Parking and tolls receipts
- Taxi/Shuttle/Bus receipts
- Itemized food receipts over \$75.00
- Itemized receipts for all other charges
- Engagement/Appointment letters
- Copy of contract
- Group travel requires a signed list of attendees
- ***Written justification of using non-contracted airlines
- ***Written justification if not availing of the meals included with registration fee, and receipt for meals purchased in lieu of this.



Travel Daily Meal Allowances

- **Trips over 24 hours**
 - Meal allowance - \$55.00 per day
 - NOT “per diem”
- **Trips less than 24 hours**
 - NO meal allowance



Travel Expense Claim (TEC)

Mileage Reimbursement

\$0.56 per mile per IRS regulations for 2021 (subject to change annually)

Incidental Allowance

\$7.00 per day



Driving on University Business

RISK MANAGEMENT

<https://csumb.edu/risk/driving-university-business-defensive-driving/>

defensivedriving@csumb.edu

831-582-5216



California State University
MONTEREY BAY

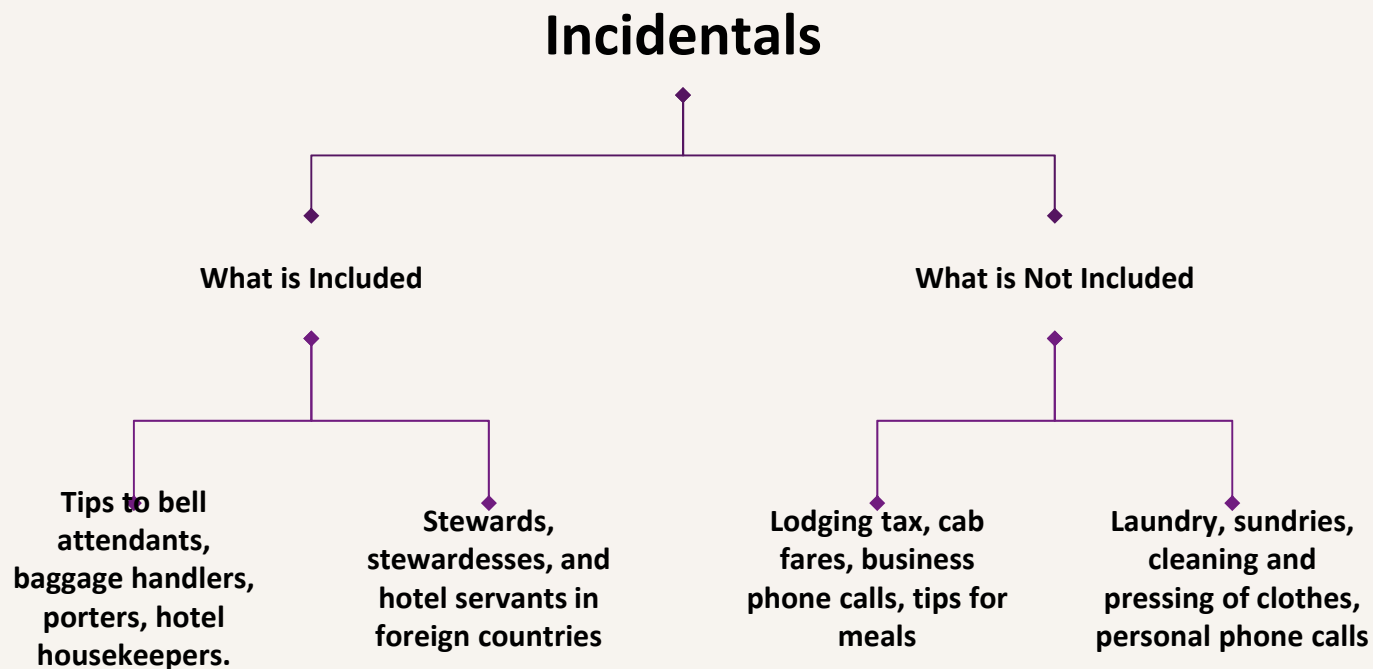
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Mileage Reimbursement

- IRS standard mileage rate is \$0.56/mile for 2021
- Mileage can be claimed only for personal vehicle use
- Mileage claimed is the lesser of the distances between
 - headquarters and destination, or
 - residence and destination
- Cannot claim gas expenditure reimbursement
- On TEC, provide license plate number and name of each employee transported on trip



Incidental Expenses



Booking Travel

CalTravelStore

- Traveler Profile Set Up
- Airfare
- Car Rental
- Lodging
- Travel Booking Information web page

<https://csumb.edu/finance/accounting/travel-policies-procedures/travel-booking-information/>

CalTravelStore Homepage

CALTRAVELSTORE
GOVERNMENT BUSINESS TRAVEL

Call Us
877.454.8785
916.376.3989
9:00am - 5:00pm, Mon-Fri.

Home | CalTravelStore | DGS | Helpful Links | Training | FAQs

CLICK HERE FOR UPDATES ON THE COVID-19 CORONAVIRUS SITUATION

After a competitive bid process, the Department of General Services Statewide Travel Program contracted with TravelStore as the only authorized Travel Management Service Provider for all State of California Government Travel.

The Statewide Travel Program provides the most economical rates available through the use of contracted travel-related services for airfare, car rentals, travel, and fuel payment system.

The following entities are invited to participate in the state program:

- State Departments

Our Services

CalTravelStore Contacts
TravelStore has been servicing state departments for over 40 years. There are dedicated agents on site to assist you with your travel needs...

DGS Statewide Travel Program & Contacts
The Department of General Services would like to remind government travelers of the benefits of the Statewide Travel Program...

Helpful Travel Links
Access useful links to forms and to access information to help with your travel, including airline check-in links, car rental and

C-ncur
Login

grasp
Login



Price Comparison Required

- Airfare/car rental was found cheaper through a non-contracted company outside of Concur and paid with personal funds
- Combined business and personal travel
- Using personal vehicle (claiming mileage) vs. airfare



Cost Comparison Form:

<https://csumb.edu/finance/accounting/travel-policies-procedures/travel-forms/>

****Must be supported by receipts or cost estimates (e.g. Concur screenshot)**

COST COMPARISON BETWEEN
DRIVING PRIVATE VEHICLE AND
UTILIZING PUBLIC/COMMERCIAL TRANSPORTATION

I. TRIP INFORMATION

Employee's Name: _____ Dept./Office: _____

Request for Travel Authorization & Advance Number: _____

Trip Begin Date: _____ Trip End Date: _____

Destination: _____

II. COST INFORMATION

<u>DRIVING PRIVATE VEHICLE</u>		<u>USE OF PUBLIC TRANSPORTATION</u>		<u>DRIVING RENTAL VEHICLE</u>	
Expense Item (rounded to nearest dollar)	Cost	Expense Item (rounded to nearest dollar)	Cost	Expense Item (rounded to nearest dollar)	Cost
1. Cost of Mileage driven, round trip # miles _____ 0.575/mile	\$ _____	1. Cost of Mileage, residence to terminal _____ miles roundtrip x.575/mile	\$ _____	1. Mileage, residence to rental facility _____ miles roundtrip x.575/mile	\$ _____
2.	\$ _____	2. Cost of Transportation (airfare, train fare, etc)	\$ _____	2. Rental Car Cost # days (1-3) \$60/day # of days (4-7) \$170/week	\$ _____
3. Cost of Meals, Lodging, etc. (while driving to/from destination)	\$ _____	3. Cost Rental Car (at destination, include gas)	\$ _____	3. Cost of Parking, Tolls, etc.	\$ _____
3. Cost of Parking, Tolls, etc.	\$ _____	4. Cost of Bus/Shuttle/Taxi	\$ _____	4. Cost of Meals, Lodging, etc. (while driving to/from destination)	\$ _____
4. Other (specify): _____ _____	\$ _____	5. Cost of Parking, Tolls, etc.	\$ _____	5. 4. Other (specify) _____	\$ _____
4. Other (specify): _____ _____	\$ _____	6. Other (specify): _____	\$ _____	5. 4. Other (specify) _____	\$ _____
Total Estimated Cost	\$ _____	Total Estimated Cost	\$ _____	Total Estimated Cost	\$ _____

CERTIFICATION

I certify that I have elected to drive my private vehicle instead of utilizing a public/commercial method of transportation. I understand that the University policy limits my reimbursement for transportation expenses to the lesser of the two methods. This cost comparison is provided to the Expense Claim Auditor to determine the appropriate reimbursement amount.

Date _____ Traveler's Signature _____



Lodging

Maximum Lodging COST:

- Domestic travel - \$275 before taxes and fees
- Alaska, Hawaii & U.S Possessions - \$275 before taxes and fees
- International travel - Per Diem
<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Staying with friends or relatives:

- One gift per stay
- Up to \$75 in value a non-cash gift (flowers, groceries, or restaurant meal (no alcohol))



RESOURCES

Travel Forms

<https://csumb.edu/finance/accounting/travel-policies-procedures/travel-forms/>

- Includes, for example:
 - Request for Approval of Travel – RAT
 - Academic Affairs Travel Expense Claim
 - Travel Expense Claim – TEC
 - Certification of Exception to AB 1887



RESOURCES

Travel FAQs

<https://csumb.edu/finance/accounting/travel-policies-procedures/travel-faq/>



RESOURCES - continued

Travel Policy & Procedures

- CSU Travel and Business Expense Reimbursements Policy
<https://calstate.policystat.com/policy/10485892/latest/#autoid-vr7aj>
- Assembly Bill No. 1887
<https://oag.ca.gov/ab1887>
- Chancellor's Office Executive Order
https://calstate.policystat.com/policy_search/?q=chancellor%27s+office+executive+order
- State Administrative Manual Travel Guide
<https://www.dqs.ca.gov/SearchResult?search=travel%20guide&divisionid=>
- IRS Standard Mileage Rate
<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2021>



RESOURCES - continued

Travel Policy & Procedures - continued

- Assembly Bill No. 1887

<https://oag.ca.gov/ab1887>

- CSUMB FAQ

<http://csumb.edu/finance/travel-faq>



The Future of Travel at CSUMB

- Ground-up review of travel processes and procedures at the University including updated travel handbook
- AP Travel Technician
 - “Travel Desk” - Subject matter expert on all things Travel
 - Primarily focused on process travel advances and travel expense claims
- Full suite of Concur travel application(s) including travel approval, booking, and expense claims with automated workflow and integration into CFS
 - Pre-implementation now with DOA mod
 - Implementation expected in 18-24 months



Questions and Answers

