
SECTION: **POLICY STATEMENT - GENERAL AND ADMINISTRATIVE**
SUBJECT: **TRAVEL POLICY**

PURPOSE: To provide OSU staff and students a guide on how to conduct travel
EFFECTIVE DATE: October 24th, 2018
HISTORICAL:

Travel Policy

I. Introduction

Auxiliary organizations that provide reimbursement for travel expenses are required by the Office of the Chancellor to develop a written policy for such reimbursements.

II. Policy

This policy applies to Otter Student Union at CSU Monterey Bay ("OSU") employees and other individuals traveling on OSU business or projects administered by OSU. OSU travel procedures will comply with the requirements of the Internal Revenue Service ("IRS"). Exceptions to the Travel Policy require prior approval by the OSU Director.

III. Policy Guidelines

- A. All Travel **MUST** be approved in advance by the OSU Director, utilizing forms and directions provided by the Office Coordinator of the OSU.
- B. Travel expenses are submitted using the Travel Expense Claim Form, the common form used by all University entities.
- C. Student Travel shall be conducted in accordance with policies, regulations and guidelines of the California State University - Monterey Bay. Refer to Executive Order 1041 for the Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claim requirement. Students traveling on OSU Business must complete an OSU Travel Release Form.
- D. Receipts - itemized receipts are required for all travel over \$75 and:
 1. Demonstrates the cost (shows an itemized list of what was purchased) and
 2. Provides proof of payments (shows how it was paid) and
 3. Includes the date of purchase.
- E. Original itemized receipts should be submitted with the Travel Expense Claim. Electronic receipts are acceptable provided that the detail contained in an electronic receipt is equivalent to the level of detail contained in an acceptable paper record.

IV. References

- A. University Corporation - Travel Policy
- B. California State University - Executive Order - 1041