

TRAVEL TIPS

| IN STATE | OUT OF STATE | INTERNATIONAL |
|---|---|---|
| Before Travel | | |
| <u>Request for Authorization to Travel (RAT)</u> | | |
| Should be completed prior to making any arrangements | Should be completed prior to making any arrangements | Should be completed prior to making any arrangements |
| Approved by AVP/Dean/Associate Dean | Approved by Vice President / Dean | Approved by President |
| <u>Travel Insurance</u> | | |
| Not required | Not required | Required - Contact SFSU Risk Management |
| <u>Hotel</u> | | |
| \$275 maximum excluding taxes, itemized receipts required | \$275 maximum excluding taxes, itemized receipts required | Federal Per Diem Rate - No Receipts required |
| <i>Note: Travel packages contain Air, Hotel and/or Car should not be purchased unless itemize receipts are obtainable.</i> | | |
| <u>Personal Vehicle</u> | | |
| Must be authorized to drive by completing STD 261 and Defensive Driving Test | Must be authorized to drive by completing STD 261 and Defensive Driving Test | Must be authorized to drive by completing STD 261 and Defensive Driving Test |
| <u>Rental Vehicle</u> | | |
| Must rent from authorized vendors: Enterprise or National | Must rent from authorized vendors: Enterprise or National | Must rent from authorized vendors: Enterprise or National |
| During Travel | | |
| Meals: Actual expenses up to \$55/day | Meals: Actual expenses up to \$55/day (except Alaska, Hawaii & US Possessions: | Meals: Federal Per Diem Rate |
| Incidentals: \$7/day | Incidentals: \$7/day | Incidentals: Federal per diem rate |
| Receipts: Required for \$75 or more | Receipts: Required for \$75 or more | Receipts: Required for \$75 or more (hotel and meal receipts are not required) |
| After Travel | | |
| 1. Complete Travel Expense Claim | 1. Complete Travel Expense Claim | 1. Complete Travel Expense Claim |
| 2. Attach approved RAT | 2. Attach approved RAT | 2. Attach approved RAT |
| 3. Attach all receipts \$75 or more | 3. Attach all receipts \$75 or more | 3. Attach all receipts \$75 or more (except Hotel & Meals) |
| 4. Attach proof of payments and Itemized receipts if applicable: Airfare, Hotel and/or Registration | 4. Attach proof of payments and Itemized receipts if applicable: Airfare, Hotel and/or Registration | 4. Attach proof of payments and Itemized receipts if applicable: Airfare, Hotel and/or Registration |
| 5. Mileage - attach Google Map | 5. Mileage - attach Google Map | 5. Mileage - attach Google Map |
| | | 6. Use OANDA showing currency conversion for actual date(s) or attach |
| Restrictions | | |
| A. Subsistence expenses for travel within 25 miles of an employee's headquarters or residence will not be reimbursed. | | |
| B. Transportation expenses will be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the purpose of the trip. | | |
| C. Travel banned states: Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee and Texas | | |
| D. Mileage reimbursement will be for between home and the assignment location or between the normal work location and the assignment location, whichever is less. | | |
| E. Meal reimbursements associated with trips without an overnight stay must be reported to the IRS as taxable income. The amount will be reported to Payroll and included in Box 1 of the employee's W-2 form. Under no circumstances will expenses for lunch be reimbursed for travel of less than 24 hours. | | |

[CSU Travel Policy](#)

[Rental Car](#)

[Travel Policy Exceptions](#)

[CSU Risk Management](#)

[Federal Per Diem Rates](#)

[Banned States](#)

[OANDA Currency Converter](#)