MEMORANDUM

DATE: February 26, 2013

TO: CSU Presidents

FROM: Benjamin F. Quillian
Executive Vice Chancellor and
Chief Financial Officer

SUBJECT: Maximum Limits for Reimbursing the Cost of Lodging

The Bureau of State Audits has recommended on behalf of the California State Auditor that the California State University establish maximum limits for reimbursing the cost of lodging and provide guidelines that allow for exceptions to such limits only under specific circumstances.

The CSU maximum rate for in-state and out-of-state travel, including Alaska, Hawaii, and US possessions is $175 per night, excluding taxes. This rate is effective for business travel occurring on or after April 1, 2013. Campuses may establish a more restrictive rate as deemed appropriate by the campus chief financial officer or designee.

Rates in excess of this amount must be pre-approved by a campus vice president or designee in accordance with the campus approval process, and must include the business purpose for the necessity to stay within certain facilities.

This change will be added to the CSU Travel Procedures G-001 and published as part of the annual review currently in progress.

Questions regarding travel procedures may be directed to Lauri Reilly, Chancellor’s Office Accounts Payable, at (562) 951-4534 or lreilly@calstate.edu.
BFQ/ea

c: Timothy P. White, Chancellor
    Ephraim P. Smith, Executive Vice Chancellor and Chief Academic Officer
    Gail Brooks, Vice Chancellor, Human Resources
    Garrett Ashley, Vice Chancellor, University Relations and Advancement
    Vice Presidents, Finance/Administration
    Vice Presidents/Provosts, Academic Affairs
    Vice Presidents, Student Affairs
    Chris Helwick, General Counsel
    Larry Mandel, University Auditor
    John Swarbrick, Associate Vice Chancellor, Labor Relations
    George Ashkar, Assistant Vice Chancellor, Controller
    Assistant Vice Presidents for Finance/Administration
    Bureau of State Audits