HSU-Supplement to the CSU Travel Policy
01/01/2016

Section II. Responsibilities
Required signature for preauthorization to travel. Travel authorization requests can now be approved by the authorized administrator responsible for the budget unit that is covering the travel expense or their immediate supervisor (employees should not approve their own preauthorization). This means that preauthorization requests for in-state and out-of-state travel no longer require AVP or VP approval. Note: International Travel must still be approved by the International Center Director and then the President.

Section IV. C – Automobile
If travel by automobile is below 100 miles each way, a Request for Authorization to Travel form is not required when submitting a Travel Expense Claim for mileage reimbursement only.

Section V. A – Lodging
Maximum hotel rate for university business. The maximum approved hotel rate for HSU is $275 (excluding taxes) per night or the stated conference rate, whichever is higher. Any hotel rates in excess of that amount should be justified by the traveler and approved by the authorized administrator responsible for the budget. It is helpful to indicate in the justification other costs that might be incurred. For example, the traveler may be able to secure a room rate that is lower on the other side of town but now will need to rent a car to travel from the hotel to the place of business. Thus, the net cost ends up higher than the higher room rate.

Section IX. A – Completion of a Travel Expense Claim
When claiming mileage, include the vehicle license plate number of the vehicle used.

Appendix B – Mileage Reimbursement Rates for Private Vehicles and Aircraft
The following mileage reimbursement rates shall be used to reimburse travelers who use a private automobile or aircraft on official University business on or after 1/1/16:

- 54 cents per mile for business miles driven
- 19 cents per mile driven for moving purposes
- 14 cents per mile driven in service of charitable organizations