Highlights of changes to the CSU Travel Procedures G-001

The revised policy and procedures are effective December 1, 2014. Below is a summary of significant procedural changes.

- Clarifies that these procedures are neither intended to nor shall be interpreted in any manner that would diminish the rights of employees under a settlement agreement. (II-Page 5)
- Clarifies that payment of travel costs for CSU employees by another party may constitute a conflict of interest. (II-Page 6)
- Revises the recovery procedures for cash advances and pre-paid expenses. (III-Page 9)
- Adds personal credit cards as a recognized form of payment for rental car contracts. (IV-Page 14)
- Clarifies allowable mileage expenses for private vehicles. (IV-Page 15 and 16)
- Clarifies a documented pre-approved exception is required for reimbursement of lodging costs above the maximum limit. (V-Page 18)
- Adds new section “Employee Travelers – Athletic Coaches.” (VII-Page 21)
- Clarifies that Postdoctoral Fellows must be “employed by the university” in order to be reimbursed for travel expenses. (VII-Page 22)
- Adds use of electronic or digital signatures as an option for certification of travel expenses per ICSUAM 8100.00 Electronic and Digital Signatures. (IX-page 30)
- Adds a new section “Adjustment for Meals provided without Charge” for Travel to Alaska, Hawaii, or the US Possessions. (XII-Page 33 and 34)
- Updates the mileage reimbursement rates for private vehicles (automobiles) as announced in Memorandum dated December 18, 2013, effective January 1, 2014. (Appendix B-Page 42)

HSU-Supplement to the CSU Travel Policy (Effective 4/01/2013)

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.

International Travel must still be approved by the International Center Director and then the campus President, and in some cases by the Chancellor.

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. In this instance, provide the chartfield information on the Travel Expense Claim form.

Section IX. A – Completion of a Travel Expense Claim

When claiming mileage, include the vehicle license plate number of the vehicle used. If there are more than 1 person traveling in the same vehicle, only the driver may claim mileage.

*Refer to the CSU Travel Manual/Procedures for complete information*