

Non-Employee Travel Guidelines for CSUS

You will be reimbursed for your travel and meal expenses according to the California State University regulations. The travel expense guidelines provide for the reimbursement of necessary out-of-pocket expenses incurred while traveling on official state business. Reimbursement limits have been established for each expense type. The amount of reimbursement you receive for each day of travel is related to the circumstances of your trip (e.g. destination, length of stay)

Meal Reimbursement:

- The following reimbursement is per diem.
- No reimbursement will be given for meals provided by an event/conference.
- No reimbursement will be given without an overnight stay.
- If travel is within 25 miles of your home or workplace, you are not eligible for meal reimbursement.
- *For each full 24-hour period of travel, you may claim the following:*

Meals	The reimbursement of daily meal and incidental expenses for travel within the continental United States will be subject to the daily maximum reimbursement cap of \$51 first/last day of travel & \$68/day for full day. <i>Itemized Receipts are no longer required for meal expenses.</i>
Incidentals	Incidental expense reimbursement is \$5 and is included as part of the daily meal per diem amount.

Lodging:

- The current lodging limit is \$333.00, excluding tax/fees. If your lodging is over the set limit, a written pre-approval from the VP/Provost must be obtained and attach it to the travel request prior to travel.
- Full payment for hotel expenses must be shown on the original itemized receipt.
- If travel is within 25 miles of your home, you are not eligible for lodging reimbursement.

Mileage versus Airfare:

- You will be reimbursed for the least expensive means of transportation. (Driving vs. flying)
- If you choose to drive, mileage will be reimbursed at the cost of airfare and not at actual mileage driven (only if mileage exceeds airfare). Pre-approval from the manager and a cost comparison is required.
- Mileage will be reimbursed at \$0.70 per mile for personal vehicles (*Vehicle license plate number required for reimbursement*).
- State/county/city/rental car vehicles are not eligible for mileage reimbursement.

Rental Cars:

- Car rental expenses will be reimbursed for intermediate size or lower cars
- Additional insurance coverage purchased by you through the rental car company will not be reimbursed.
- Reimbursement will not be given for gasoline purchased through the rental car company.

Registration Fees:

- Registration fees for workshops, seminars and conventions require itemized receipt and proof of payment.

Miscellaneous:

- Parking will be reimbursed for the "Self-Park" rate, unless valet parking is only available.
- Hotel internet charges must be itemized on hotel folio invoice and there must be a valid business purpose for reimbursement.

Travelers on official university business and those that approve travel should familiarize themselves with the CSUS travel and reimbursement guidelines and adhere to the policies. This fact sheet will provide a brief overview of the policies.

For comprehensive policy guidelines, please refer to this link <https://www.csus.edu/umannual/admin/adm-0147.html> .

For reimbursement of expenses for travel on behalf of the university please refer to this link <https://calstate.policystat.com/policy/7260973/latest/>