

To allow Sacramento State staff to accommodate your upcoming trip, please read and complete this form which provides us with your personal information and travel details.

Local travelers do not need to complete fields marked with an asterisk.*

Name: _____

Business Purpose: _____

Business Dates: _____

PERSONAL INFORMATION

Title (Mr., Ms., Dr. etc.) _____

Preferred Name: _____

***Legal Full Name and Gender**

As stated on your driver's license or government-issued ID. Only required when staff are booking airline reservations.

Preferred pronouns: _____

***Date of Birth:** _____

Phone Number: _____

Email: _____

Additional Information: _____

TRAVEL DETAILS

Home Airport (if traveling by air): _____

Departure Date _____

Return Date _____

Are you adding any personal days to explore Sacramento? Yes No

List any personal travel dates below: *Please note expenses incurred on personal days are non-reimbursable.*

DIETARY PREFERENCES *If applicable for business purpose*

We are happy to accommodate any dietary restrictions or sensitivities. Please list any below.

Do you prefer indoor or outdoor dining? Indoor Outdoor

Travel Policy Guidelines for Guest Travelers

Travel Policies

For all non-local travelers, the University may reimburse travel expenses up to one day before and after business dates. Personal travel days are non-reimbursable and must be deducted from the total expense amount. **Note: Travel expense reimbursement is subject to departmental approval. Please consult with the department to determine the coverage details.*

Before Your Trip

- **Flight Prepayment:** Sacramento State may prepay for your flight if no personal days are included.
- **Cost-Effective Transportation:** According to CSU Policy, travelers are expected to select the most cost-effective mode of transportation. If you choose to drive when flying is cheaper, you will be responsible for paying for the difference (a cost comparison for a flight is required).

Flight

- **Coach or Economy Class:** Coach or any other discounted economy-class fare should be used whenever ticketing restrictions are reasonable. This applies to all travel (domestic or international) regardless of purpose or fund source. Early boarding, preferred seating, and travel insurances are non-reimbursable unless medically necessary.
- **Business or First Class:** If you prefer to use a higher class than the one authorized for reimbursement, you must pay the incremental cost of the airfare. You will need to purchase the ticket and obtain a cost comparison for the economy ticket price.
- **Baggage Fees:** The University may pay the cost for checked baggage that is considered reasonable and necessary for the business purpose and length of the trip.

Hotel

- You may select any local hotel. The maximum room rate is \$333 per night (excluding taxes). Lodging in the Sacramento area may be prepaid at either of the following locations:
 - [Hampton Inn](#) | 1875 65th St, Sacramento, CA 95819 | (916) 451-1135
 - [Larkspur Landing](#) | 555 Howe Ave, Sacramento, CA 95825 | (916) 646-1212

During Your Trip

- **Meals:** The meal per diem rate is \$68 per day, with \$51 for the first and last day. Provided meals will be deducted from daily rates.
- **Car Rental** Car size may not exceed Intermediate. Insurance and other extras are non-reimbursable. Refueling at the rental agency is non-reimbursable.
- **Ground Transportation:** A maximum tip of 20% of all services and fees is allowed.

After Your Trip

- **Mileage:** You may request reimbursement for mileage to and from the airport and your home. The Standard Business Travel reimbursement rate is set at 70 cents per mile.
- **Receipts:** Send all travel reimbursement receipts to the department contact. Itemized receipts are required and must show the details of what was purchased and proof of payment. If proof of payment is not on the receipt, please provide a bank statement or credit card statement (redact confidential personal data).

For comprehensive information, please review the [CSU Travel and Business Expense Reimbursements Policy](#) and [Sac State's Travel Policy](#). To better understand your role in complying with the University's travel regulations, please review the [Accounts Payable & Travel website](#).