

TRAVEL 101 POLICY GUIDELINE 2025-26

Individuals traveling on official University business must familiarize themselves with and adhere to the CSU Travel Policy and these procedures.

Complete Travel policies and procedures are located in the Accounting Services University Travel website: <https://adminfinance.fresnostate.edu/accountingservices/travel/>

PREAPPROVAL OF TRAVEL -

- Preapproval of domestic travel is not required by Accounting Services.
- Preapproval of domestic travel for **academic** employees or students is required using the Quali Travel Preapproval form.
- International travel is always required. State employees traveling solo must submit a Concur Request if using State funds. Students and student groups must submit an International Travel Application.

TRAVEL RESERVATIONS -

Travelers may make reservations on their own, or use one of the State approved agencies, Concur or TravelStore.

- Employees - Although not required, Concur is the primary method for booking travel for State employees and should be used as often as possible. Use Concur to take advantage of direct billing for flights, Amtrak, and Enterprise car rentals.
- Students/Student Groups - If TravelStore is used for travel reservations, submit the invoice on a Direct Pay form for payment processing by Accounting.
- Lodging -
 - Maximum cap for domestic travel is \$333 (excluding taxes and fees) Expenditures above this cap are the responsibility of the traveler unless written preapproval from the employee's V.P./Provost is documented and included with the travel packet.
 - Itemized receipts must have a zero dollar balance for reimbursement.
 - Hotel/Motel Transient Occupancy Tax Waiver may be accepted by the hotel. It is advisable to call the hotel ahead of time to find out what the requirements are.
 - Travel Packages which include both airfare and hotel are NOT allowed because they do not itemize the charges.
 - For foreign travel, the Federal Per Diem rate for lodging, meals, and incidentals for the specific travel location must be used. Receipts are not required.

- **Airfare-**

- Coach or any other discounted economy class fare shall be used whenever possible. This applies to all travel (domestic or international, or any combination thereof) regardless of the purpose or funding source. A cost comparison will be required if an upgraded ticket is purchased.
- No upgrades of any kind will be reimbursed without written business justification.
- Bag fees which are reasonable and necessary for the business purpose and length of the trip will be reimbursed. No additional fees will be paid without business justification.
- Travel Packages which include both airfare and hotel are NOT allowed because they do not itemize the charges.

VEHICLE TRANSPORTATION -

- **Authorization** - Anyone driving on state business is required to obtain authorization from the Department of Environmental Health and Safety and Risk Management before traveling. [Please review information, instructions and complete all requirements](#) well in advance to ensure time for processing information and forms

□ Car Rental -

- Authorized rental car agencies are **Enterprise** (Primary) and **National** (Out of State)
- CRBTA Direct Bill account is only available through Enterprise. Reservations may be made through Concur and Enterprise.com.
- Students are not allowed to use the Direct Bill account. However, they may use the general business account to obtain the State rate.
- Vehicles larger than Standard sized must be justified in writing.
- Prepaid gas should **NOT** be added onto the rental contract. Gas receipts will be reimbursed.
- No upgrades of any kind will be reimbursed without business justification.
- Secure charter bus rentals through Procurement. Make sure the charter agency is on the authorized list.

□ Private Vehicle Usage -

- The Current mileage rate for business travel occurring on or after 1/1/25 is 70 cents per mile.
- Drivers are required to complete the online authorization process. Instructions are located on the EHS RMS website
- Mileage is computed generally between the normal work location and the business destination. See the CSU Travel Policy for more information.

Employee State Travel -

- The Concur system is NOT FOR STUDENT GROUP TRAVEL. If an employee takes a student group on a trip and is requesting expense reimbursement, the employee's expenses must be combined with the students' expenses on ONE (paper) Travel Expense Claim and separated by chartfields if using a different funding source.

• Concur -

- The BTA/CRBTA Direct Bill Account is only available for State employees for airfare, Amtrak, and Enterprise car rental reservations.
- A BTA Form must be on file for employees and guest travelers. The "Business Traveler Account" form is located in Forms Portfolio.
- Travelers must have a Cost Center code in their Profiles before making reservations in Concur. Verify any existing Cost Center numbers BEFORE making reservations.
- Hotels may be reserved in Concur, however payment must be made at the time of check out. Lodging is **not** directly billed to the University

▣ Meals and Incidentals -

- Effective 1/1/24, travelers will be reimbursed a per diem allowance for meals and incidentals based on location. Travelers are eligible for 75% of the total per diem rate on the first and last day of travel. Receipts are not required.
- Link for domestic per diem rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=perdiem>
- If meals are provided, the per diem must be reduced by the applicable meal amounts as shown on the [GSA website](#).
- Conference/Meeting agendas or daily schedules are required when claiming per diem allowance. **Meals provided by the conference will be deducted from the per diem allowance unless written justification is attached to the Expense Report/Travel Claim.**
- Hospitality meals during travel should be submitted on a Direct Pay
- **For foreign travel, the Federal Per Diem rate for lodging, meals, and incidentals for the specific travel location must be used. Receipts are not required.**

• Trips Less Than 24 Hours

- Meals for trips less than 24 hours are not allowed unless there was an overnight stay as supported by a lodging receipt.

- **Travel Advances –**

- Travel advances may be issued for student and student group travel only. An employee may request an exception to this policy in writing to Cynthia Hanks, Accounting Manager. Each request will be reviewed and approved on a case-by-case basis.
- Advances will be issued no earlier than two weeks prior to departure.
- The Travel advance request must be received in Accounting **at least three weeks prior to departure date** to allow time for processing.
- Travelers should have no more than one outstanding cash advance at a time. Each advance must be accounted for before another cash advance is granted.
- Collection procedures will be initiated if the Travel Claim has not been received in Accounting Services within 30 days after completion of the trip.

- **US Bank Personal Liability Card – Contact Jacob Locke for more information.**

- Credit card issued to employees for business travel purposes. The US Bank Card application can be found on the Accounting Services website:
<https://adminfinance.fresnostate.edu/accountingservices/travel/usbanktravelcard.html>
- This is a personal liability card which means the cardholder is responsible for making prompt payments regardless when their travel expenses are reimbursed.

- **Travel Supplier Payments (Includes Registrations & Travel Suppliers)**

All travel-related supplier payments for **domestic** travel may be submitted on a Legacy Direct Pay form.

- Mark the Direct Pay form as "Travel Supplier"
- Correct remittance information must be entered on the DirectPay
- **In the "Description" area, enter the purpose of trip, traveler(s) name(s), dates of travel, and destination (city, state). Group leaders must be named.**
- Payment amount requested must match invoice amount. If it doesn't, please explain.
- Invoice or Registration form **must be attached**. A Payment Works invitation must be sent to the supplier to add them to our payee system.
- Lodging expenses cannot be prepaid.
- Obtain signatures according to the current travel approval guidelines.
- **For foreign travel suppliers, submit the invoice on an International Travel Application. Payments to foreign businesses require a Wire Transfer Information form. We do not mail checks to foreign addresses.**

- **Reporting Travel Expenses -**

- Travel Claims/Expense Reports must be submitted within **60 days** after the last day of the trip.
- All travel-related expenses for solo State employee travelers must be submitted in Concur.
- Complete the paper Travel Claim for Foundation employees or student/student group travel.
- Obtain signatures according to the current travel approval guidelines.
- Credit card statements are not acceptable as valid receipts.

- **Missing Receipts -**

- When itemized receipts are required but cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, a statement should be provided explaining why such receipts are not being submitted with the Travel Expense Claim.

A Missing Receipt Justification form is available on the Accounting Services > Travel website:

https://adminfinance.fresnostate.edu/accountingservices/travel/missing_receipts.html

Expenses without itemized receipts or a Missing Receipt Justification form will be deducted.

- **Approval Guidelines -**

- Expenditures below \$2,500 require approval by the Dean/Director
- Expenditures of \$2,500 or more require approval by the Provost/Vice President
- International travel requires approval by the Chief Financial Officer and the Provost/Vice President
- International travel to high risk areas must be coordinated through Risk Management and requires approval by the President and the California State University Executive Vice Chancellor

▣ **Completing the paper Travel Claim (for students, student group trips, Foun.employees)**

- One Travel Claim should be submitted per trip regardless of how many funding sources are used.
- Verify that the traveler's name, employee or student ID, and mailing address is correct! Group Leader must be identified.
- Travel Claim must have START and END dates of trip.
- Enter the "Purpose of the Trip" at the bottom.
- Expenses must be entered in their respective columns/rows. One row represents one day. Lodging expenses must be broken out by expense **per day**.
- Lodging receipts must have a **zero balance**.
- Credit card statements are not valid receipts.
- Missing Receipt Justification form must be included for any itemized receipts not included with the Travel Claim.
- Group expenses should be **combined**. Amounts may be split according to the chartfield information at the bottom of the claim.
- It is possible that the subtotal and chartfield total will not match. The chartfield total will be what is approved for reimbursement.
- Amounts directly-billed to the University should **not** be entered on the legacy travel claim.
- A signed certification for missing receipts must be attached to the claim.
- For international travel, a fully approved Concur Request or International Travel Application must be on file before the travel claim can be paid.

• **International Travel -**

- A Concur Request must be completed for solo State employee travel.
- Continue to use the International Travel Application for student and student group travel and international vendor payments.
- Link to per diem rates:
https://aoprals.state.gov/content.asp?content_id=184&menu_id=78
- Expenses must be in U.S. dollars. Proof of currency conversion rate must be included with the claim.
- Descriptions must be written on each individual receipt if the receipts are in a foreign language.
- Number of personal days taken during business travel must be disclosed. Travel may be subject to tax.

- **DIRECT PAY PROCESSING (Non-Travel)**

- Dept ProCard is the preferable method of payment. [List of allowable and prohibited purposes.](#)
- Memberships and subscriptions should be **one-year only**. Longer periods must include justification.
- Conference registrations may be reimbursed on a DP. Dates of conference and a conference flyer are required.
- Itemized receipts are REQUIRED. Credit Card statements are not acceptable as receipts.
- Payee Certification must be signed by the employee.
- Employee cannot approve his/her own reimbursement.
- Hospitality expenses require an approved Hospitality Purchase Approval form.

- **Payments & Reimbursements -**

- All reimbursements including Concur travel, employee Direct Pays, student and student group travel are processed in the order they are received.
- Pay cycles are processed every Wednesday & Thursday.
- Travelers enrolled in EFT Direct Deposit will continue to receive direct deposit reimbursements, however the program is not saving new information. We will send check payments to the affected employees.
- Foundation employees and students will continue to receive checks at the mailing address on their paperwork.

Online forms are located on the Fresno State Portal > Forms Portfolio

