

# Office Memorandum

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DATE: October 30, 2015  
TO: Fiscal Resource Group  
FROM: Thomas Leung, University Controller   
COPIES TO: L. Chavez, M. Santos, J. Carnahan, L. Kent  
SUBJECT: Campus and CSU Travel Policy Updates

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The Chancellor's Office has made revisions to the CSU Travel Policy (ICSUAM 3601.01) effective November 1, 2015. The following is a summary of the changes impacting the current policy and procedures.

- 1) The requirement for submitting a pre-approval for domestic travel for University employees has been eliminated. While this revision eliminates the requirement for obtaining written pre-approval prior to travel, to ensure employees are covered under the University's general liability policy departments should establish a process for documenting the dates and times employees will be traveling on University business.
- 2) Limit for an item of expense requiring receipts has been increased from \$25 to \$75 in concert with IRS regulations. Examples include, taxi, bus, shuttle, parking, gift for staying with a friend, etc. This increase does not include meal reimbursements (see Appendix D of the CSU Travel Procedures).
- 3) The nightly lodging limit has been increased from \$195 to \$275. While the nightly lodging limit has increased, lodging expenditures should be cost effective and in accordance with the best use of public funds. Nightly lodging expenses in excess of \$275 still require completion of the Request for Exception to Lodging Maximum form (see attached).
- 4) Claims submission timeframes have been extended from 30 days to 60 days to comply with IRS guidelines.
- 5) The prohibition against using University Funds to reimburse a spouse's or registered domestic partner's travel expenses has been eliminated when the significant other's presence serves a bona fide University business purpose.

Please note, it is the responsibility of each employee who spends funds related to official University business travel and for each administrator and approving authority who approves use of funds related to official business travel to be aware of and follow the campus and CSU travel policies and related procedures in effect at the time of travel. The University assumes no financial responsibility for expenditures incurred by individuals who fail to adhere to the policy.

Attachment