

**California State University, Los Angeles (CSULA) Foundation
Policies and Procedures**

Subject: Travel Policy

Approved: September 27, 2007

Revised: January 26, 2012

1.0 PURPOSE

To establish procedures for operational and financial controls related to the processing of travel requests and expense claims.

2.0 POLICY

The CSULA Foundation will provide account holders with the ability to request travel, prepay certain travel expenses and be reimbursed for travel expenses. In accordance with the Compilation of Policies and Procedures for California State University Auxiliary Organizations issued by The CSU, section 9.7, the "...travel reimbursement policies should generally parallel policies applicable to the CSU." The most notable exception is regarding entertainment and business meeting expenses which further the goals of the Foundation, Cal State L.A. and The CSU while traveling. Such expenses will be reimbursed separately through petty cash or a check requisition.

3.0 DEFINITIONS

3.1 Meal expenses will be reimbursed at the same rate allowable by CSU policy.

- a. Meals and incidentals up to the daily maximum do not need to be receipted; however, the expense does need to be incurred in order to be reimbursed.

3.2 Mileage expenses will be reimbursed at the same rate allowable by the CSU policy. Local and instate mileage not associated with other travel expenses may be reimbursed monthly without filing individual request for travel.

3.3 Business expenses such as business phone calls, fax, copy service or business supplies will be reimbursed at full value with a receipt showing date, exact items purchased and payment. Payment on invoices for business expenses that have not yet been paid will be made directly to the business listed on the invoice. All business expenses should be explained in detail on the travel expense claim.

3.4 Receipts and vouchers shall be submitted for every item of expense except as follows:

- a. All legal expenditures of \$1.00 or less
- b. Nominal parking fees
- c. Meals and incidentals, so long as they fall within the allowable per diem rates
- d. Streetcar, bus, rapid transit and ferry fares; bridge and road tolls

- 3.5 In cases where receipts cannot be obtained or have been lost, a statement to that effect shall be made in the expense account and the reason given. In the absence of satisfactory explanation the amount involved shall not be allowed.
- 3.6 Some expenses may be reimbursed directly to a third party, i.e., credit cards, phone bills.
- 3.7 Incidentals include, but are not limited to expenses for laundry, cleaning and pressing of clothes, and fees for tips and services such as for waiters and baggage handlers. It does not include cab fares, or telephone calls. Incidentals may be claimed for each 24 hour period after the first 24 hour period.
- 3.8 Employees may receive a travel advance no sooner than 30 days before a travel expense is to be paid or incurred. The travel advance must be reasonably calculated not to exceed anticipated expenses.

4.0 RESPONSIBILITIES PRIOR TO TRAVEL

- 4.1 Colleges, Academic Departments/Divisions and Cal State L.A. fiscal officers will:
 - a. Prepare a Request for Travel (RFT) form indicating purpose(s), dates, times and locations of proposed travel
 - b. Provide all appropriate documentation, such as hotel room rates, airline ticket fares, rental car rates, estimated mileage, estimated per diem expenses, registration information, etc., to justify the requested expense
 - c. Present the RFT form with all appropriate signatures (including managerial approval for the person traveling) to the CSULA Foundation c/o the Office of Institutional Advancement prior to the proposed date of travel. If advance or prepaid registration fee is required, paperwork should be submitted at least 10 business days prior to the date.
- 4.2 The CSULA Foundation will:
 - a. Confirm account numbers, dollar amounts, signatures and receipts
 - b. Coordinate with Business Financial Services to confirm signature authority and availability of funds
 - c. Notify the appropriate persons if a RFT is declined and why
 - d. Secure final approval of signed RFT forms by the Executive Director or the Treasurer for the CSULA Foundation (The Treasurer for the CSULA Foundation or CSULA's Chief Financial Officer may authorize forms for the Executive Director)
 - e. Forward all RFT to Business Financial Services with all appropriate documentation

4.3 Business Financial Services will:

- a. Encumber the funds requested on the RFT
- b. Issue a check for registration fees or advance, if necessary, or return the items for department resolution
- c. Notify the requesting party that the check is available for pick-up in the Office of Business Financial Services

5.0 RESPONSIBILITIES AFTER TRAVEL

5.1 Colleges, Academic Departments/Divisions and Cal State L.A. fiscal officers will:

- a. Present a Travel Expense Claim (TEC) with all receipts, supporting documentation and appropriate signatures (including managerial approval for the person traveling) to the CSULA Foundation c/o the Office of Institutional Advancement
- b. If the TEC exceeds the amount on the RFT by more than \$50.00, the person traveling must request additional funds through a memorandum explaining the overage. The memorandum should be submitted to the CSULA Foundation c/o the Office of Institutional Advancement and should have managerial approval of the traveling persons

5.2 The CSULA Foundation will:

- a. Confirm receipts, supporting documentation, account numbers and appropriate signatures (including managerial approval for the person traveling) on the TEC
- b. Notify the appropriate persons if a TEC is declined and why
- c. Secure final approval of signed TEC forms by the Executive Director or Treasurer of the CSULA Foundation (The Treasurer for the CSULA Foundation or CSULA's Chief Financial Officer may sign off on forms for the Executive Director)
- d. Forward all TEC to Business Financial Services with all appropriate documentation
- e. Notify requestor when reimbursement is ready for pick up in the Office of Institutional Advancement

5.3 Business Financial Services will:

- a. Issue a check against the TEC, or return the items for department resolution
- b. Notify the requesting party that the check is available for pick-up in the Office of Business Financial Services
- c. Maintain account files for inquiries and audit