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POLICY: TRAVEL POLICY

POLICY NO. 250

SECTION: GENERAL ACCOUNTING

EFFECTIVE: 05/01/2023

HISTORY:

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## **PURPOSE**

This policy has been prepared as guidance in identifying legitimate travel and business-related expenses incurred in carrying out necessary, authorized business of UAS. Authorized travelers may obtain reimbursement within the limitations set forth below by submitting a Travel Authorization and Expense Report. UAS pays, or reimburses, for travel related expenses that are ordinary, reasonable, not extravagant, and necessary to conduct official UAS business. All expense reimbursements and business travel arrangements must comply with the UAS policies and procedures, as well as prudent accounting practices.

## **SCOPE**

This procedure applies to all UAS account holders, employees and any others requesting funds held by UAS.

## **PROCEDURE**

### **A. Travel for UAS's General Fund and Commercial Operations**

The Travel Authorization and Expense Form are combined into a single form. Travel Explanation and Authorization (Section I) should be completed and submitted to UAS prior to travel if a travel advance is requested. Travel Expense Detail (Section II) must be completed and submitted after the travel has occurred.

### **B. Authorization to Travel/Request for Travel Advance**

1. The traveler is to obtain authorization to travel from the appropriate department head prior to travel. If an advance is not required, the form may be used and retained by the traveler until completion of the expense claim form (Section II). The UAS does not require this form be submitted prior to travel if no funds have been paid in advance. If a travel advance is required, Section I of the Travel Authorization and Expense Form must be submitted to UAS. The form must be signed and approved by the proper department head before submission.
2. Travel information must be completed with dates of travel, location, transportation method and detail on purpose of travel.

3. The travel advance must be cleared within thirty (30) working days after the traveler's return by completing Section II of Travel Authorization and Expense Form with all receipts attached, with the exception of per diem meals.

### **C. Travel Expense Claim**

1. Travel expense claim forms must be completed and submitted within 30 days of travel return.
2. Reimbursements will be made when the Travel Authorization and Expense Report is completely filled out, signed and approved.
3. All items of expense must be accounted for on a daily basis on the form.
4. All items of expense must be properly accounted for and accompanied by the necessary receipts, or support, in accordance with the IRS Per Diem Allowance.
5. Receipts for all items, with the exception of meals, must be attached to the form.

Inclusive dates must be shown for each trip, as well as the times of departure and return.

### **D. Allowance Information**

1. Reimbursement will be based on actual expenses based on original receipts and/or per diem limits for meals only.
2. Requests for reimbursement for expenses greater than the per diem rate must be accompanied by a letter of justification, addressed to the Executive Director or UAS Treasurer, explaining why the actual expenses incurred were beyond the control of the employee seeking reimbursement. (That is, the employee must explain why it was not possible to obtain meals and lodging at a cost less than the per diem rates.)
3. A person will be eligible to claim the appropriate allowance for lodging and meals for every 24-hour period on travel status. For travel which is the last fractional part of a period of travel of more than 24 hours, the

authorized allowance for meals or lodging may be claimed. If the travel begins before 7 a.m., a breakfast may be claimed; if the travel extends past 6 p.m., a dinner may be claimed; if the travel extends overnight, lodging may be claimed.

4. This applies only if the travel is more than 25 miles from the person's headquarters. Otherwise, the partial day travel allowance will apply.
5. Partial day travel allowances will be allowed for both in-state and out-of-state travel as listed below:
  - a. No lunch allowance is allowable for partial day travel based on the assumption that an employee provides his own lunch in a normal workday.
  - b. Breakfast and dinner allowances are acceptable only if the following applies:
    - i. For breakfast if the travel begins before 7 a.m.
    - ii. For dinner if the travel extends past 6 p.m.

An additional \$7.00 incidental allowance may be claimed for each 24-hour period after the first day. The term "incidental allowance" includes, but is not limited to expenses for laundry, cleaning and pressing of clothes, and fees and tips for services such as for waiters and baggage handlers. It does not include cab fares, telegrams, business telephone calls and the like. Actual lodging receipts must accompany the travel claim.

#### **E. Conventions, Conferences, or Workshops**

When a registration or other fee for a convention, conference or workshop includes meals, claims for meal expenses cannot be reimbursed. In the event the employee must forgo the provided meal for health and business reasons, a receipt must be submitted for the meal that is purchased in lieu of the provided meal. An explanation for the purchase must accompany the claim. The purchased meal will be reimbursed not to exceed the maximums prescribed above.

#### **F. Transportation Expense**

Transportation expenses consist of charges for commercial carrier fares; private car mileage allowances; overnight and day parking of vehicle; bridge and road tolls; necessary taxi, bus or streetcar fares.

All transportation expenses will require full explanation, as well as paid vouchers for actual expenses. Expenses not at the lowest available rate must be documented and justified.

1. Automobile rental is allowable.
2. Scheduled airline is allowable at the lowest fare available.
3. Advance approval by the Executive Director or UAS Treasurer is required for business class air travel and is generally reserved for international travel requiring more than four hours of flight time.
4. Private automobile is allowable if the following information is provided:
  - a. Distance and duration of trip. Mileage should reflect the lesser of:
    - i. Mileage from Residence
    - ii. Mileage from University to site visited

#### **G. Travel to Foreign Country**

Travel insurance has to be purchased (contact UAS risk management officer for insurance coverage), and its cost should be charged back to cost center/project.

#### **H. Travel for Students or Other Non-employees**

Travel costs for students and other non-employees will be paid following the basic check request process. The names of the travelers, relationship to the University, dates of travel, purpose of trip and any other pertinent information must be included on the check request.

Students and other non-employee travelers must complete a UAS Waiver of Liability and Hold Harmless Agreement, which should be completed before any travel takes place and must be included with the check request.

For student travel, the appropriate Campus authorities must be made aware of the travel to make certain that any Campus requirements are followed.

#### **I. Travel for University or Auxiliary Grants and Contracts Employees**

UAS uses Cal State LA travel policy and guidelines for all Cal State LA employees and all Grants and Contracts staff, as a basis for travel allowances and reimbursements. A completed and signed State Travel Authorization Form is required when costs are shared between a state account and UAS and may be required in other circumstances.

For travel-related expenditures, a State Travel Expense Claim must be signed, attached and submitted UAS. Original receipts must be attached to the Travel Expense Claim unless the costs are being shared between a state account and UAS. In this situation, the state receives the original receipts, and copies are submitted to UAS. Travels funds provided by the federal government are limited to American carriers only. Exceptions for any Grants and Contacts activities may be authorized

by the Executive Director.

#### **J. Cancellations**

If a trip must be cancelled or changed, the travelers must make every effort to cancel/change any travel reservations. Fees incurred as a result of cancelling/changing a trip will be covered if the cancellation/change was work related or due to unforeseen circumstances out of the control of the traveler. A business justification must be submitted and approved by the Executive Director or designee.

The traveler must return any refundable deposits to UAS.

A Travel Expense Claim must be submitted within 30 days of cancellation for trip reimbursements along with receipts, and the business justification in the remarks section on the travel claim form.

#### **K. Miscellaneous**

It is expected that individuals traveling on UAS business will take all steps to minimize risk to themselves and UAS. This includes utilizing safe transportation and lodging options and acquiring appropriate insurance coverage. Any altering of business-related travel for personal convenience is permitted as long as there is a proof of efficiency and no loss of productivity. This policy and the related procedures are to be reviewed and updated periodically by UAS. Exceptions to this policy must be approved by the UAS Treasurer or the Executive Director.