



# Administrative Policy

Number:	P 002
Effective:	6/03/2019
Supersedes:	4/20/2018
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## Subject: TRAVEL POLICY

### 1.0. PURPOSE:

To establish the policy and procedures governing the reimbursement of travel related expenses incurred while conducting University or State business.

### 2.0. ORGANIZATIONS AFFECTED:

2.1. All organizational units of the University, excluding Auxiliary organizations.

2.2. Important: This procedure, or portions thereof, may be superseded by an agreement between the California State University (CSU) and an exclusive employee representative.

When referring to this procedure as it relates to actions affecting represented employees, consult the agreement that applies to employees within the represented unit.

### 3.0. REFERENCES:

3.1. [The Integrated CSU Administrative Manual \(ICSUAM\) Section 3601.01, Travel Policy](#), including the CSU Travel Procedures and all relevant references.

3.2. [The CSU Use of University and Private Vehicles Guidelines](#).

3.3. [California State University, Los Angeles \(Cal State LA\) Administrative Policy P 006 - Policy for One-Up \(Next-Level\) Authorizations for Business Expenses](#).

### 4.0. POLICY:

4.1. Policies and regulations concerning travel expenses and allowances are under the internal control of the CSU as determined by the Trustees.

4.2. Travel regulations affecting University employees will be applied in accordance with the CSU Travel Procedures and ICSUAM Section 3601.01, Travel Policy, and any subsequent related policies and/or procedures issued by the CSU.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

5.0. DEFINITIONS:

- 5.1. Approving Authority - A person to whom authority has been delegated to approve expenses in accordance with the CSU travel policies and procedures.
- 5.2. Chief Financial Officer - Vice President for Administration and Chief Financial Officer.
- 5.3. Executive Officers - The President and Vice Presidents.

6.0. RESPONSIBILITIES:

- 6.1. The President delegates authority to the Executive Officers to approve travel requests for his/her respective areas in accordance with CSU Travel Procedures. This delegated authority includes requests to foreign destinations as well as high hazard international travel; however, does not extend to travel requests for high hazard international travel to "War Risk" countries.
- 6.2. The Executive Officers may sub-delegate this authority as appropriate, with the exception of requests for travel to foreign destinations and high hazard international travel.
  - 6.2.1. Business Financial Services shall be notified of any sub-delegated authority to include the extent of such authority.
- 6.3. The Chief Financial Officer will review requests for exemption to the University Travel Policy.
- 6.4. Business Financial Services will:
  - 6.4.1. Establish and maintain internal processes to ensure that travel documents are prepared completely and accurately, and in accordance with the CSU Travel Procedures and ICSUAM, Section 3601.01, Travel Policy, and any subsequent related policies and/or procedures issued by the CSU.
- 6.5. The Approving Authority will ensure all expenses are reasonable in terms of price, purpose, and necessity and in accordance with CSU travel policies and procedures and Cal State LA's Administrative Policy P006, Policy for One-Up (Next-Level) Authorizations for Business Expenses.

8.0. APPENDICES:

- 8.1. [Authorization to Use Privately Owned Vehicles on State Business, Std. 261.](#)
- 8.2. [Travel Expense Claim, Std. 262.](#)
- 8.3. [Computation of Subsistence Allowances.](#)
- 8.4. [Computation of Travel Allowance, Private Vehicle.](#)