



## Travel Checklist

University Accounting Services

Accounts Payable - Travel

3801 W. Temple Avenue, 121-East-2160 | Pomona, CA 91768

Email: [travel@cpp.edu](mailto:travel@cpp.edu)

This Travel Checklist is provided as a tool to assist CPP employees with the preparation and submission of a Travel Request and Expense Report in Concur for CSU business travel. The checklist contains the most common travel requirements and should be used in conjunction with the State-side travel policy. For additional, detailed information, please see the **CSU Travel and Business Expense Reimbursement Procedures** located on the Planning Your Trip website at: <https://www.cpp.edu/fas/university-accounting-services/travel/planning-your-trip.shtml>

### BLANKET TRAVEL

A blanket travel request can be created for local domestic mileage only related travel, for a period of one (1) year, from 07/01 to 06/30. Reimbursement for parking related costs may also be included.

The Request/Trip Purpose on the Request Header must be 'Blanket Travel (Mileage/Parking)'.

A separate Expense Report should be submitted in Concur to request reimbursement for individual trips included in a traveler's blanket travel request.

### PAYMENT OF EXPENSES ON BEHALF OF OTHERS

University travelers normally shall not be reimbursed for expenses paid on behalf of others, except in the case of co-travelers who are sharing a room. If a traveler is paying on behalf of someone else (i.e. mileage), it must be clear who/how many attendees so the daily maximum can be taken into account for all travelers.

First and last names of those the traveler is paying on behalf of should be clearly documented in the Travel Request and Expense Report. It should also be clear what expense is being paid for on behalf of others.

### TRAVEL REQUEST GENERAL REQUIREMENTS

A Travel Request must be submitted and approved in Concur prior to booking travel arrangements and departure.

When entering a Travel Request in Concur, double check that the correct Policy has been selected based on the funding source. Separate Travel Requests must be submitted for each funding source (i.e. State-side versus Foundation, etc.)

- State-side funded: CPP-State Travel Request Policy-NIT
- Foundation funded: CPP-Foundation Travel Request Policy-NIT
- Foundation grants and contracts funded: CPP-Foundation Grants and Contracts Request Policy-NIT
- Philanthropic Foundation funded: CPP-Philanthropic Foundation Travel Request Policy-NIT

Chartfield string on the Request Header must be complete, including Fund, Dept ID, Program, Class, and Project (if applicable). The Account Chartfield is pre-programmed into Concur and is not required to be input by the traveler.

If there are student participants included in the CSU business travel, a copy of the students' release of liability form must be attached to the Travel Request.

Personal travel time and expenses must not be included in the estimated cost of travel. If personal travel is part of the CSU business travel, disclose in the Request Header and exclude any expenses from the estimated cost.

Travel packages purchased through internet vendors, such as Expedia, typically do not itemize expenses. It is recommended that these internet vendors **not** be used to book business-related travel; unless the traveler has already confirmed that an itemized receipt can be obtained (e.g. itemized hotel charges, airfare, fees, etc.) to ensure appropriate documentation is included for reimbursement.

Verify the appropriate approvers are included on the Approval Workflow screen. To remain in compliance with Executive Orders and the CSU Travel and Business Expense Reimbursement Procedures, Travel Request approval must be obtained prior to making travel arrangements and departure as follows:

- All travel for faculty and staff, Domestic and International: HEERA Manager/Chair
- All travel for faculty, Domestic and International: College Dean
- All travel for faculty and staff, Domestic: Vice President's Sub-Delegates
- All International travel for faculty and staff: Provost/Vice President & Risk Management
- All High Hazard International travel for faculty and staff: Provost/Vice President & Risk Management

## EXPENSE REPORT GENERAL REQUIREMENTS

The Expense Report must be submitted in Concur to request reimbursement of expenses incurred for CSU business travel within 60-days of the end of the trip. Travel Expense Reports submitted past 60-days of the end of a trip will require exception approval to move forward with processing.

The Expense Report must be created from an Approved Travel Request in Concur.

Chartfield string on the Report Header must be complete, including Fund, Dept ID, Program, Class, and Project (if applicable). The Account Chartfield is pre-programmed into Concur and is not required to be input by the traveler.

The event/conference agenda must be included as an attachment to the Expense Report. The agenda should reflect evidence of the event's start/end times, location, identify provided meals, and the location of the event.

If there are student participants included in the CSU business travel, a copy of the students' release of liability form must be attached to the Expense Report.

Personal travel time and expenses must not be included in the Travel Expense Report. If personal travel is part of the CSU business travel, disclose in the Report Header and exclude any expenses from the reimbursement request in the Travel Allowance menu.

Original, itemized receipts are required for all business travel related expenses of \$75 or more. Receipts should be clearly marked "paid" or show a zero balance. Payment method should be clearly identifiable on the itemized receipt. If an itemized receipt cannot be provided for an expense \$75 or more, and all efforts to obtain a duplicate receipt are exhausted, a statement should be provided explaining why such receipts are not being submitted with the Travel Expense Claim. The statement must include a certification that the amount shown is the amount actually paid and that the traveler has not and will not seek reimbursement from any other source. The approving authority must approve the travel claim for the expense. In the absence of a satisfactory explanation or administrator approval, the amount involved will not be reimbursed.

Verify the appropriate approvers are included on the Approval Workflow screen. To remain in compliance with Executive Orders and the CSU Travel and Business Expense Reimbursement Procedures, Travel Expense Report approval must be obtained as follows:

- All travel for faculty and staff, Domestic and International: HEERA Manager/Chair
- All travel for faculty, Domestic and International: College Dean
- All travel for faculty and staff, Domestic: Vice President's Sub-Delegates
- All International travel for faculty and staff: Provost/Vice President

## TRANSPORTATION

### GENERAL

Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the purpose of the trip.

If advance approval has been obtained, a traveler may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation. Reimbursement will be based on the lesser cost. A documented cost comparison must be attached to the Travel Request and Expense Report.

**AIR TRAVEL**

- Coach or any other discounted economy-class fare shall be used whenever ticketing restrictions are reasonable. This applies to all travel (domestic or international, or any combination thereof) regardless of the purpose or fund source.
- Itemized airfare itinerary/receipt must be attached to the Expense Report, substantiating coach or any other discounted economy-class fare was purchased. This applies to all travel (domestic or international, or any combination thereof) regardless of the purpose or fund source. The name on the itinerary/receipt must match the traveler.
- The University will reimburse for the cost of checked baggage that is considered reasonable and necessary for the business purpose and length of the trip.
- Travelers will not be reimbursed for airline travel certificates/vouchers or frequent flyer miles that are used for the purchase of transportation tickets.
- Extra charges or upgrades, such as pre-boarding, travel insurance, seat upgrades, etc. are not included, as these items are not reimbursable to the traveler.
- If changes to air travel/itinerary were made by a traveler, and additional expenses have been incurred, an explanation must be provided by the traveler in their Expense Report. Explanations must be business related or out of the traveler's control to be reimbursable. The cost of changes related to personal reasons will not be reimbursed.

**PRIVATE VEHICLE**

- When traveling on university business, the traveler must possess a valid driver's license and are responsible for carrying and maintaining liability insurance.
- If mileage is being claimed, the traveler's vehicle license plate number should be included on the Personal Car Mileage entry on the Expense Report.
- Allowable mileage, **with** an overnight stay, shall be computed as the lesser of the mileage between the traveler's residence or normal work location and their destination. In the event the traveler departed or returned on a non-working day/hour, mileage is allowed to be calculated from home.
- Allowable mileage, **without** an overnight stay, shall be computed as the lesser of the mileage between the traveler's residence or normal work location and their destination.

**RENTAL CARS**

- When renting a vehicle for University business, travelers are expected to utilize rental agencies with which the State of California or the University have negotiated contracts that include insurance coverage.
- Primary Vendor: Enterprise Rent-A-Car
  - Secondary Vendor: National Car Rental (*only when Enterprise is not available*)
- Renting vehicles from a non-contracted vendor is **prohibited** unless vehicles are unavailable from a contracted vendor. In the event vehicles are unavailable, the traveler should document the reason for using an agency other than the contracted vendors and include this in their Expense Report.
- Economy/Compact or Intermediate class vehicles should be requested and rented. Reimbursement for upgraded vehicles will not be processed; unless the recommended sizes are not adequate to meet the business purposes of the trip. A justification should be included in the Expense Report.
- Charges for optional expenses, such as upgrades, insurance, car seats, etc. will not be reimbursed unless the traveler can provide a business-related requirement for the additional options charged.
- Travelers should return rental vehicles with the same level of fuel that the vehicle had when it was picked up. Fuel should not be purchased from the rental car agency due to the increased cost and additional fees that may apply.
- Cash and personal checks are not authorized forms of payment for the commercial rental car contracts.

## MEALS AND INCIDENTALS

- Meals and incidentals expenses (M&IE) shall not be reimbursed for trips less than 24 hours, unless the travel includes an "overnight stay" as supported by a lodging receipt. **Under no circumstances will expenses for lunch be reimbursed for travel of less than 24 hours.**
- Alcoholic beverages are not reimbursable. If an alcoholic beverage is found on a travel reimbursement as a meal expense, the amount will be deducted from the meal, even if the meal amount falls within the daily M&IE allowance.
- The reimbursement of daily M&IE for travel is a location-based per diem allowance. Travelers are eligible for 75% of the total per diem rate on their first/last day of business travel. Expenses above the per diem rate will not be paid and are the responsibility of the traveler. Meals provided as part of the event are not reimbursable.
- Incidentals will be reimbursed up to the daily maximum of \$5 per calendar day, including the first/last day of travel; and only when the business travel includes an overnight stay.
- The reimbursement of daily M&IE for non-employee travelers will be paid as a flat rate of \$68 per diem per day - with 75% of the daily per diem for the first and last day of travel (\$51). Allowable travel expenses for non-employee travelers must be submitted using a Travel Expense claim with itemized receipts and appropriate approval.

## LODGING

- Travelers may secure lodging when traveling on University business that is more than 25 miles (one way) from their normal work location or home, whichever is closer.
- The nightly lodging rate for domestic travel may not exceed \$333 per night, not including taxes and other related charges. Exceptions to the nightly lodging cap will be approved through the submission of the Travel Request. A traveler who attends an approved conference where the prearranged conference lodging rate exceeds the \$333 per night limit may stay at the conference hotel without additional approval.
- University employees traveling on official business may be granted an exemption from the payment of transient occupancy taxes. Prior to your travel, complete and print the "Hotel/Motel Transient Occupancy Tax Waiver" form and present it at check-in. Some lodging establishments may require a form specific to their location or chain in lieu of the State of California form. Some lodging establishments will not honor the waiver; however, the traveler should present the form at check-in to try and obtain the exemption.
- Lodging expenses must be substantiated with a receipt. If the traveler is unable to provide a required receipt, they must include a statement with the Travel Expense Claim explaining why a receipt is not available.
- If the cost of lodging is not requested for reimbursement for overnight travel, an explanation should be included in the Expense Report (i.e. stayed with relatives, etc.)
- If lodging is purchased through an internet vendor, such as Hotels.com and Expedia, proof of the traveler's hotel stays (e.g., hotel folio showing traveler's name, arrival, and departure dates) must be provided in addition to the receipt from the internet vendor. Reservations/confirmations from the internet vendor will not be accepted as proof of lodging.

## INTERNATIONAL TRAVEL

- Travel advisory information for the international travel destination should be reviewed prior to travel and a copy attached to the Travel Request and Expense Report for audit purposes.
- Travel requests to high hazard areas or countries on the U.S. State Department Travel Advisory List require underwriter approval and must be reported as soon as practical, but no less than 30 days prior to the planned departure date.
- All travel to high hazard areas or countries must be approved by the Provost/Vice President of the respective division, in consultation with the President.
- Countries designated as "War Risk" must be reviewed by the Chancellor's Office.

All faculty, staff and students traveling internationally on CSU business are required to use the California State University Risk Management Authority (CSURMA) Foreign Travel Insurance Program (FTIP). For additional information related to international insurance, please contact University Risk Management.

Travelers to foreign destinations will receive the lesser of the actual costs incurred or a fixed amount per diem for lodging, meals and incidentals in accordance with the Federal Maximum Travel Per Diem Allowances for Foreign Areas published by the U.S. Department of State Office of Allowances, located at:  
[https://aoprals.state.gov/web920/per\\_diem.asp#https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp#https://aoprals.state.gov/web920/per_diem.asp)

The Internal Revenue Service (IRS) allows a deduction of all travel expenses to get to and from a business destination when the travel is international and considered **entirely** for business. If the international travel contains personal travel time, a portion of the value of the travelers' international flight may be taxable, unless an exception applies.

## CANCELLATION OF RESERVATIONS/TRAVEL

If a trip must be canceled or changed due to work related commitments or unforeseen circumstances, the traveler can submit an Expense Report in Concur to request reimbursement for out-of-pocket costs booked in advance, where a refund could not be obtained.

The traveler must make every effort to cancel/change any travel reservations and seek a refund for any advance payments; including amounts paid directly to vendors via a Direct Pay or charged to the Individual or Departmental Corporate Travel Credit Cards.

The traveler **must** return any refundable deposits/prepayments to the University. Funds received as a deposit or prepayment for canceled travel cannot be used for other purchases.

If the traveler is issued a credit from the vendor for future travel, such as an airline credit or voucher, the amount currently being reimbursed to the traveler will be treated as a travel advance. The advance will be applied to the traveler's future business travel. Any credits/vouchers received for airfare must be applied to the cost of a future business-related airline ticket. The traveler's department budget will not be charged for the travel advance at the time of reimbursement. Department budget will be charged once the travel advance is applied to future business travel.

Documentation supporting the cancellation of the trip must be included in the travelers Expense Report. (i.e. communication from event host of cancellation, email from CPP regarding suspension of travel, etc.)

The traveler must submit documentation to support the initial purchase and the subsequent attempt to cancel.

Any fees incurred as a result of the cancellation will be covered if the cancellation/change is work related or due to unforeseen circumstances out of the control of the traveler. (i.e. the event host canceling the event would be out of the traveler's control, as well as suspension of all travel by the CSU, etc.) Fees incurred will be charged to the department budget that is funding the state travel.

The traveler must submit documentation to support the fees incurred. This can include, but is not limited to, an itemized receipt, email communication, copy of bank or credit card statement showing the charge, etc.

Travelers should follow normal procedures, as outlined on the Concur website, to create and submit their Expense Report to request reimbursement. "Trip has been canceled" should be input in the Comment Field on the Report Header.

**EXCEPTIONS TO THE TRAVEL PROCEDURES**

To request an exception to the Travel Procedures, the *Travel Procedures Exception Request Form* should be completed, detailing why the exception occurred and how the traveler will ensure the exception does not repeat going forward. Exceptions to the Travel Procedures will be reviewed on a case-by-case basis; with authority to approve exceptions delegated from the President as follows:

Domestic Travel

- President's Office: Chief of Staff
- Division of Academic Affairs: College Dean and Executive Director of Academic Resources for individuals not affiliated with a specific college
- Division of Administrative Affairs: Vice President
- Division of University Advancement: Vice President
- Division of Information Technology: Vice President
- Division of Student Affairs: Vice President

International Travel

- Provost/Vice President of each division

The approved *Travel Procedures Exception Request Form* should be submitted as an attachment in the Expense Report to support the approval or denial of the request.