



SDSU TRAVEL POLICY

Supersedes:	SDSU Travel Policy, Procedures, Regulations (May 1, 2021)
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Version	1
Approved by:	Agnes Wong-Nickerson, VP BFA and CFO

Policy Statement

San Diego State University (SDSU) follows the current California State University (CSU) *Travel and Business Expense Payments Policy*. All expense reimbursements and business travel arrangements must comply with CSU policies and procedures, prudent accounting practices, and applicable collective bargaining agreements. Additionally, the campuses, if desired, may adopt more restrictive guidelines than what is presented in the CSU policy.

SDSU Travel Requirements

This document serves to articulate additional requirements specific to SDSU to ensure funds allocated towards travel are properly authorized, appropriately used, supported by a business purpose, substantiated by applicable receipts, correctly processed for payment, and comply with all applicable regulations.

#1 SDSU offers a Corporate Travel Card (CTC) program as a convenient payment method for allowable business travel expenses, which is highly encouraged for frequent travelers. The liability for the CTC remains with SDSU. Since expenses related to these cards are being paid by the University, not the employee, expenses may be paid for another employee/student traveling with a group using a CTC as long as the CTC transaction is approved by the employee whose name is on the card. More information on SDSU's CTC Program can be located on the SDSU's Procure-to-Pay website.

#2 Although the CSU travel policy only requires itemized receipts for out-of-pocket reimbursements in the amount of \$75 or more, the *SDSU Credit Card Programs Maintenance Procedure* requires an itemized receipt for *all* transactions made with University credit cards.

#3 The CSU has eliminated the requirement for employees to obtain pre-approval for domestic travel. However, SDSU will still require employees to obtain pre-approval from a traveler's HR supervisor of record using the Travel Authorization Form (T1/T2). Exceptions may be made in cases where travel is recurring over a specific period or the schedule is known in advance. In these cases, a blanket T1/T2 form can be approved. In addition, if an employee is

traveling locally and there will be no expenses (including no charges on the corporate travel credit card and no direct payments), a T1/T2 will not be required.

Starting Spring 2024, the Concur travel system will be available which will allow users to complete an electronic travel pre-approval request and expense claim. If Concur is used for pre-approval and expense claim, then a T1/T2 or travel expense claim form will not be required. After the Concur trial period, date to be determined, all SDSU travel pre-approval requests and expense claims will be required to go through the Concur travel system.

#4 Appendix E of the CSU Travel Policy provides guidance on meal and incidental expense (M&IE) reimbursement while traveling on University business, which as of January 1, 2024 will be based on federal per diem rates based on travel location and duration. Travel days that are less than 24 hours and include an overnight stay will be eligible for reimbursement of up to 75% of the total per diem rate.

Until travelers have transitioned to Concur for travel expense claim reporting, the CSU Travel Claim Worksheet must be utilized to calculate the meal per diem reimbursement. This form must be attached to the travelers i-Expense report or SDSU Travel Expense Claim form.

#5 Reimbursement for lodging may not exceed the CSU lodging rate of \$275 per night, unless an exception is approved via the exception form prior to travel.