

**SDSU TRAVEL INFORMATION**

**Supersedes:** SDSU TRAVEL POLICY, October 14, 2024

**Effective Date:** March 26, 2026

**Issue Date:** March 26, 2026

**Version:** 1

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CPO and Director of Procure-to-Pay

  
[Joshua Uhlich \(Apr 2, 2026 14:59:00 PDT\)](#)

**Travel 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.

**SDSU Travel Information**

This document serves to articulate and clarify information within the CSU policy 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 and the CSU Travel and Business Expense Payment Policy.

**#1** SDSU offers a travel credit card program called the Aztec Travel Card (ATC). The ATC is offered as a convenient payment method for allowable business travel expenses, which is highly encouraged for frequent travelers. The ATC is for Faculty and Staff individual travel only and is not a departmental travel card. The liability for the ATC remains with SDSU. More information on SDSU's ATC Program can be located on the SDSU's Procure-to-Pay website and from the CSU and SDSU Payment Card Policy.

SDSU also offers a credit card program called the Procurement Credit Card (PCC). The PCC is offered as a payment method for good and service purchases (as outlined in the SDSU Non-PO Procure to Pay Policy) and for Student and Non-Employee travel. The PCC may not be used for Faculty and Staff travel. More information on SDSU's PCC Program can be located on the SDSU's Procure-to-Pay website and the CSU and SDSU Contracts and Procurement Policy.

**#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** Employees are required to obtain travel pre-approval from a traveler's HR supervisor of record and FAH/DOA via Concur.

**#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 are based on federal per diem rates based on travel location and duration.

SDSU allows first/last day per-diem allowance to be utilized for same-day domestic travel that exceeds 12 hours but does not have an overnight stay. This same-day travel per-diem allowance does not meet the IRS guidelines to be excludable from a traveler's income and therefore will be reported to the Payroll Office and reported to the IRS as taxable income, subject to withholding.

The reimbursement of daily M&IE for Athletics department travel is set forth in the Procedures Manual for the Athletics Department.

**#5** Reimbursement and/or University paid domestic lodging may not exceed the CSU lodging rate of \$333 per night, unless an exception is approved.

Reimbursement and/or University paid international lodging is based on actual costs and may not exceed the lodging per-diem as defined by the CSU travel policy. A receipt is required for reconciliation and the traveler will only receive reimbursement of actual expenditures up to the per-diem limit.