


SDSU TRAVEL POLICY

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Approved by:	Agnes Wong Nickerson  <small>Agnes Wong Nickerson (Apr 18, 2024 22:50 PDT)</small> Vice President for Business and Financial Affairs & 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 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 liability for the ATC 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 the ATC as long as the ATC transaction is approved by the employee whose name is on the card. More information on SDSU's ATC 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 and FAH.

#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.

#5 Reimbursement for lodging may not exceed the CSU lodging rate of \$333 per night, unless an exception is approved.

** SDSU is currently migrating to Concur for staff and faculty travel. CTCs will still be able to be utilized until 6/30/2024 in Oracle iExpense if the traveler / user has not made the switch to Concur. ATCs will replace CTCs for all travelers / users who have migrated to Concur. Beginning 7/1/2024, all CTCs will be deactivated for further use.*