


**SDSU TRAVEL POLICY**

<b>Supersedes:</b>	SDSU TRAVEL POLICY, June 7, 2024
<b>Effective Date:</b>	July 26, 2024
<b>Issue Date:</b>	July 26, 2024
<b>Version:</b>	5
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**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 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.

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.

**#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.

The reimbursement of daily M&IE for Athletics department travel is a per diem allowance as set forth in the Exceptions 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.