Travel Policy Lodging Change

The CSU maximum rate for in-state and out-of-state travel, including Alaska, Hawaii, and US possessions will increase to $195 per night, excluding taxes, effective for business travel occurring on or after January 1, 2015. Despite this rate increase, University employees are expected to continue to seek the best value possible whenever they arrange for state reimbursed travel lodging. Rates in excess of the newly approved maximum limit must be pre-approved by a campus vice president and must include an explanation of the variance.

Mileage Reimbursement Rate

The California State University standard mileage rate for business travel occurring on or after January 1, 2015 will increase from 56 cents per mile to 57.5 cents per mile. Miles driven for moving purposes will be reimbursed at 23 cents per mile, decreased from 23.5 cents per mile.

Changes in Travel Agency

Connexxus is ending by this Fiscal Year, 6/30/15

Fell Travel is on board now. The hyperlink is on SFSU Travel Home Page. Travel arrangement can be made at:

https://www.felltravel.com/forms/sfsu/

Contact Information:

1405 Huntington Ave, Suite 200
South San Francisco, CA 94080

www.felltravel.com
(650) 827-7300 or (800) 321-3355

Office Hours:

Monday-Friday, 8:00am-5:00pm

After Hours Emergency contact: (800) 213-6604