



**SAN FRANCISCO
STATE UNIVERSITY**

Accounts Payable
Travel Office
1600 Holloway Avenue – Adm351
San Francisco, CA 94132

TRAVEL BULLETIN

March, 2013

Connexus Revisions

The use of Connexus for booking University related travel and hotel expense is no longer mandatory. Additionally, supporting documentation comparing fares outside of Connexus is no longer required. However, University business related car rentals **still require** your bookings to go through Connexus. In this way, the necessary vehicle liability and physical damage insurance required for use of vehicle on State business will automatically be provided. If you do not have a US Bank Personal Liability Card, you may now use your personal credit card to pay for your car rental through Connexus.

Travel Policy Lodging Change

As of April 1st, the CSU has changed the maximum limit for reimbursing lodging costs related to business travel. The in-state and out-of-state lodging rate for campus employees is now \$175.00 per night, excluding taxes. This rate change applies to all funding sources. 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.



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Mileage Reimbursement Rate

The CSU standard mileage rate for business travel occurring on or after April 1st will increase from 50cents per mile to 56.5 cents per mile. Miles driven for moving purposes will increase from 19 cents per mile to 24 cents per mile.

U.S Bank Travel Card Reminder

The CSU makes U.S. Bank Travel Card (Personal Liability Card) available for any University employee who is required to travel on SF State University business at least once a year. The application for this card must first be authorized by both their supervisor and the unit's business manager or chair; U.S. Bank makes the final approval and issues the card directly to the applicant.

The U.S. Bank Personal Liability Card may only be used for bona fide business expenses that directly serve the University. CSU faculty and staff may not use these corporate cards for personal expenses. Personal Liability Cards, or documentation that an account has been closed, must be retrieved upon an employee's separation.

If you have any questions regarding this Travel Bulletin, please contact David Chelliah, chelliah@sfsu.edu, x53693