

## TRAVEL BULLETIN January 2017

### Travel Policy Change Effective January 1, 2017

If you travel on business on behalf of the University, there are a few changes you should be aware of. They are subtle, but important, and you might have to look at the references each time you travel out of state.

The first is the change to the mileage rate.

- The new rate for reimbursement for mileage is 53.5 cents per business miles driven - down from 54 cents for 2016.
- Also, the new mileage rate for moving purposes is 17 cents per mile driven - down from 19 cents for 2016.

The second change is related to the taxability of international travel when there is both a personal and a business purpose. Please check the revised travel policy for detailed information.

Another change is Assembly Bill 1887 which prohibits the University from funding travel to certain states that discriminate on the basis of sexual orientation, gender identity, or gender expression or discrimination against same sex couple or their families. The current states subject to these travel prohibitions are Kansas, Mississippi, Tennessee and North Carolina.

There is a list of states that may not be visited with University funding, and that list may change periodically. The list is maintained on the California State Attorney General's website (<https://oag.ca.gov/ab1887>). Travelers and approvers are required to check the website when planning out-of-state travel. Travel to these states that is already paid for is permitted. Other exceptions to the travel prohibition are also included on that website.

And finally, you don't need to go through Fell Travel for car rental reservations. There's a link placed on the SFSU Gateway to make car rental reservations. Please log into SFSU Gateway, click on Employee Services. On the right side, you will see a link to SF State Travel Center. Click on that link and then click on Enterprise / National Car Rental Reservations and follow the instructions. For airlines, hotels and other travel related needs, please call Fell Travel at (650) 827-7300.

If you have any questions regarding this Travel Bulletin, please contact David Chelliah at x82367 or Courtney Cheng at x53693.