# TRAVEL TIPS

## Before Travel

<table>
<thead>
<tr>
<th>IN STATE</th>
<th>OUT OF STATE</th>
<th>INTERNATIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Request for Authorization to Travel (RAT)</strong></td>
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</tr>
<tr>
<td>Should be completed prior to making any arrangements</td>
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</tr>
<tr>
<td>Approved by AVP/Dean/Associate Dean</td>
<td>Approved by Vice President / Dean</td>
<td>Approved by President</td>
</tr>
</tbody>
</table>

**Travel Insurance**
- Not required
- Not required
- Required - Contact SFSU Risk Management

**Hotel**
- $275 maximum excluding taxes, itemized receipts required
- $275 maximum excluding taxes, itemized receipts required
- Federal Per Diem Rate - No Receipts required

**Note:** Travel packages containing Air, Hotel and/or Car should not be purchased unless itemize receipts are obtainable.

**Personal Vehicle**
- Must be authorized to drive by completing STD 261 and Defensive Driving Test
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**Rental Vehicle**
- Must rent from authorized vendors: Enterprise or National
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- Must rent from authorized vendors: Enterprise or National

## During Travel

<table>
<thead>
<tr>
<th>IN STATE</th>
<th>OUT OF STATE</th>
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</tr>
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<tbody>
<tr>
<td><strong>Meals:</strong> Actual expenses up to $55/day</td>
<td><strong>Meals:</strong> Actual expenses up to $55/day</td>
<td><strong>Meals:</strong> Federal Per Diem Rate</td>
</tr>
<tr>
<td><strong>Incidentals:</strong> $7/day</td>
<td><strong>Incidentals:</strong> Federal per diem rate</td>
<td><strong>Incidentals:</strong> Federal per diem rate</td>
</tr>
<tr>
<td><strong>Receipts:</strong> Required for $75 or more</td>
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<td><strong>Receipts:</strong> Required for $75 or more (hotel and meal receipts are not required)</td>
</tr>
</tbody>
</table>

## After Travel

1. Complete Travel Expense Claim
2. Attach approved RAT
3. Attach all receipts $75 or more
4. Attach proof of payments and Itemized receipts if applicable: Airfare, Hotel and/or Registration
5. Mileage - attach Google Map

## Restrictions

A. Subsistence expenses for travel within 25 miles of an employee's headquarters or residence will not be reimbursed.
B. Transportation expenses will be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the purpose of the trip.
C. Travel banned states: Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee and Texas
D. Mileage reimbursement will be for between home and the assignment location or between the normal work location and the assignment location, whichever is less.
E. Meal reimbursements associated with trips without an overnight stay must be reported to the IRS as taxable income. The amount will be reported to Payroll and included in Box 1 of the employee's W-2 form. Under no circumstances will expenses for lunch be reimbursed for travel of less than 24 hours.

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**CSU Travel Policy**
- Rental Car
- Travel Policy Exceptions

**CSU Risk Management**
- Federal Per Diem Rates

**Banned States**
- OANDA Currency Converter

San Francisco State University | Administration & Finance | Fiscal Affairs | Accounts Payable | Travel and Hospitality