



CAMPUS SPECIFIC TRAVEL REQUIREMENTS

Exceptions to the CSU Travel Policy

Under the authority of President Wong, a standing exception is allowed for all of the Vice Presidents to sign off on exceptions to the policy and/or procedure when the exception total amount is \$250 or less per trip.

Authorization to Travel on University Business

All travel must be properly authorized via the “Authorization to Travel/Travel Advance” form. This form must be completed and signed, prior to making any reservations for airlines, hotels, registrations, car rentals, or driving a private vehicle on University business. A yearly blanket authorization is acceptable for routine site visits and other day trips that do not involve an overnight stay.

Authorization to Travel request forms must be approved by the appropriate approvers as indicated below:

- Travel requests by AVP or Deans must be approved by a Vice President or Provost, as appropriate.
- All **in-state** travel must be approved by AVP, Dean or Associate Dean.*
- All **out of state** travel must be approved by Vice President or Dean.
- All requests for **international** travel must be reviewed and approved by the President.

APPROVER:

In-State Travel	Out-of-State Travel	International Travel
AVP, Dean or Associate Dean	Vice President or Dean	President

Revised 02/01/2017



Authorization to Use a Private Vehicle on University Business

All employees who wish to drive a private vehicle must be certified by the Department of Environmental, Health and Safety (EHS) and must have adequate liability insurance. The requirements for driving a private vehicle on University business are at:

<http://ehs.sfsu.edu/content/driver-safety-program>

Subsistence Allowance Restrictions for General Fund

If you are using General Fund, the meal allowance is set at \$55 per day, plus \$7 for incidental expense regardless of destination. Receipts for lodging are required.

This policy covers all domestic and foreign travel destinations. If you are using non-general fund monies the meal and lodging allowances must conform to what is permitted by the grant/project or trust agreement, up to the CSU Travel Policy per diem maximums.

Travel Account Numbers

Travel costs incurred by **employee** should be used with the following accounts:

- 606001 In State Travel
- 606002 Out of State Travel
- 606802 International Travel

Account numbers to charge for **non-employee** travel costs are as follow:

- 613001 Contractual Services (reimburse vendor for travel expenses)
- 660009 Training & Professional Development
- 660042 Recruitment & Employee Relocation
- 660090 Reimbursement of travel costs incurred by official guests
 - Examples of official guests include a newly hired executive visiting a CSU campus for business purposes prior to his/her official starting date as a CSU employee or a student defined as an official guest by CSU hospitality policy.

Revised 02/01/2017



**SAN FRANCISCO
STATE UNIVERSITY**

ACCOUNTS PAYABLE
FISCAL AFFAIRS
1600 Holloway Avenue, ADM 351
San Francisco, CA 94132

Departmental Travel Cards

Departmental travel cards can now be used for registration, airline charges and lodging. Lodging payments should be supported by the receipt provided from the hotel at the end of the stay. A reimbursement to a traveler is prohibited for a cost that was direct billed to the University

****60-Days Rule Regarding Submission of Travel Claim***

All travel claims must be submitted to the Accounts Payable Travel Office no later than 60 days from the trip return date.

**Changes effective as of 2/1/2017*

Revised 02/01/2017