

CAMPUS-SPECIFIC TRAVEL REQUIREMENTS

Exceptions to the CSU Travel Policy
Any exceptions to the CSU Travel Policy must be approved by the President or a Vice President.

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, car rentals or hotels. It must also be completed and signed, prior to 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 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 Operational Safety (EHOS) and must have adequate liability insurance. The requirements for driving a private vehicle on University business are at

http://www.sfsu.edu/~hrwww/Safety_Risk_Operations/travel_driving/defensive_driver/defensive_driver.html

EHOS is no longer granting one-time exemptions for drivers who have not met the qualification requirements.

Subsistence Allowance Restrictions for General Fund
If you are using General Fund, the meal allowance is set at $55 per day + $7 for incidental expense, regardless of destination and 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.
30-Day Rule Regarding Submission of Travel Claim
All travel claims must be submitted to the Accounts Payable Travel Office no later than 30 days from the trip return date.

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