

TRAVEL TIPS

IN STATE	OUT OF STATE	INTERNATIONAL
Before Travel		
<u>Request for Authorization to Travel (RAT)</u>		
Should be completed prior to making any arrangements	Should be completed prior to making any arrangements	Should be completed prior to making any arrangements
Approved by AVP/Dean/Associate Dean	Approved by Vice President / Dean	Approved by President
<u>Travel Insurance</u>		
Not required	Not required	Required - Contact SFSU Risk Management
<u>Hotel</u>		
\$275 maximum excluding taxes, itemized receipts required	\$275 maximum excluding taxes, itemized receipts required	Federal Per Diem Rate - No Receipts required
<i>Note: Travel packages containing Air, Hotel and/or Car should not be purchased unless itemize receipts are obtainable.</i>		
<u>Personal Vehicle</u>		
Must be authorized to drive by completing STD 261 and Defensive Driving Test	Must be authorized to drive by completing STD 261 and Defensive Driving Test	Must be authorized to drive by completing STD 261 and Defensive Driving Test
<u>Rental Vehicle</u>		
Must rent from authorized vendors: Enterprise or National	Must rent from authorized vendors: Enterprise or National	Must rent from authorized vendors: Enterprise or National
During Travel		
Meals: Actual expenses up to \$55/day	Meals: Actual expenses up to \$55/day (except Alaska, Hawaii & US Possessions:	Meals: Federal Per Diem Rate
Incidentals: \$7/day	Incidentals: \$7/day	Incidentals: Federal per diem rate
Receipts: Required for \$75 or more	Receipts: Required for \$75 or more	Receipts: Required for \$75 or more (hotel and meal receipts are not required)
After Travel		
1. Complete Travel Expense Claim	1. Complete Travel Expense Claim	1. Complete Travel Expense Claim
2. Attach approved RAT	2. Attach approved RAT	2. Attach approved RAT
3. Attach all receipts \$75 or more	3. Attach all receipts \$75 or more	3. Attach all receipts \$75 or more (except Hotel & Meals)
4. Attach proof of payments and Itemized receipts if applicable: Airfare, Hotel and/or Registration	4. Attach proof of payments and Itemized receipts if applicable: Airfare, Hotel and/or Registration	4. Attach proof of payments and Itemized receipts if applicable: Airfare, Hotel and/or Registration
5. Mileage - attach Google Map	5. Mileage - attach Google Map	5. Mileage - attach Google Map
		6. Use OANDA showing currency conversion for actual date(s) or attach
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.		

[CSU Travel Policy](#)

[Rental Car](#)

[Travel Policy Exceptions](#)

[CSU Risk Management](#)

[Federal Per Diem Rates](#)

[Banned States](#)

[OANDA Currency Converter](#)