Cal Poly Pomona does not issue travel advances (hence section III – C of the new travel procedures and regulations does not apply). Alternate payment methods are:

- American Express Corporate Travel Card – This is the preferred method of prepayment for airfares, hotel, car rental, and conference or registration fees. If you use this method, you can be reimbursed prior to travel following the standard travel expense claim procedures.
- Personal Credit Card – Employees could use their own personal credit card, however, the university cannot reimburse those expenses until after travel has been completed.
- Direct Pay - Alternatively, prepayment of airfare and/or conference registration fees may be made utilizing the direct pay process. Accounts Payable can send a payment by check directly to the conference or travel agent on the traveler's behalf.

**Highlights**
Travel Procedures and Regulations G-001

**RESPONSIBILITIES**
Defines the role of those involved in the travel approval and reimbursement process. Accountability for the appropriate expenditure of university funds for travel is assigned to the traveler and approving authority. Travel accounting personnel are charged with policy compliance, document validation and payment processing.

Section II Procedures: Section II.D

**TRAVEL AUTHORIZATION**
Travelers are required to obtain documented approval to travel. Cal Poly Pomona has a specific form for obtaining authorization.

Section III Procedures: Section VII and Section XIII

**LODGING**
Overnight travel within the 48 contiguous states, Alaska, Hawaii and US Possessions will be reimbursed according to actual expenses as supported by original itemized receipts. Lodging in international destinations will be reimbursed in accordance with the [Federal Maximum Travel Per Diem Allowances for Foreign Areas](#) published by the U.S. Department of Defense and receipts will not be required.

Section IV Procedures: Section V.A; Section XII and Section XIII

**MEALS and INCIDENTALS**
Travelers will be reimbursed for the actual cost of meals and incidentals incurred while traveling within the 48 contiguous states up to a daily maximum. Currently up to $55/day plus $7/day incidentals allowances for each 24 hours. Any single expense of $25 or more must be supported by an original itemized receipt.

Meals associated with travel to Alaska, Hawaii, US Possessions and all foreign destinations will be reimbursed in accordance with [Federal Maximum Travel Per Diem Allowances for Foreign Areas](#) published by the U.S. Department of Defense and receipts will not be required.

Section IV Procedures: Section V.B; Section XII; Section XIII and App. C
TRANSPORTATION EXPENSES
Generally, mileage will be calculated from an employee’s normal work location. Exceptions apply and are dependent upon the circumstances of the travel. Information for travel by rail, bus, passenger ship, and non-commercial air airlines has been provided.

REPORTING AND APPROVALS
The requirements for preparing and approving requests for travel reimbursements are outlined. Travelers are required to certify they incurred the expenses. Approvers are expected to review the reimbursement request, check for appropriate documentation and authorize use of funds.

MISCELLANEOUS
The following sections have been added to provide direction and clarification of unique travel scenarios:
- University and Non-University Travelers
- Travel Related Insurance
- Travel within Continental US-30 days or more
- Travel to Alaska, Hawaii or US Possessions
- International Travel

RECEIPTS
Original and itemized receipts are required for reimbursement of expenses $25 or more.