

CSU Travel Procedures and Regulation G-001

Summary of changes:

- The campus will continue using the Authorization to Travel form F2963, also known as form 1A. This procedure remains in full effect.
- The authorization to travel form has been updated: [Authorization to Travel Form 2016](#)
- In addition some departments have various employees that will travel during the year to the same place, or in the same area, several times. To eliminate the need to prepare a Travel Authorization Form 1A (F2963) for each employee and/or each date of travel, the Travel Custodian can prepare a "Blanket Travel Request" using the Blanket Travel form. The request will indicate an amount that is expected to be expensed for the travel during the fiscal year. The blanket Travel form is available on the following link: <http://www.cpp.edu/~fas/university-accounting-services/forms.shtml>
- The limits for an item of expense requiring receipts have increased from \$25 to \$75 in concert with IRS regulations.
- The nightly lodging limit has increased from \$195 to \$275.
- Extended claim submission timeframe from 30 days to 60 days to comply with IRS guidelines.

We eliminated the prohibition against using University Funds to reimburse spouse or registered domestic partner travel expenses when significant other's presence serves a bona fide University business purpose. Travel of spouse or registered domestic requires pre-approval by the President or appropriate Vice-President.

1/2016