

CPP Travel Procedures Alignment Summary

A side-by-side comparison of the CPP Travel Procedures and how it compares to the CSU Travel Procedures was completed to identify restrictive measures that are not valuable to the CPP traveler. A summary of the changes is provided below to clearly identify the changes implemented for each area of the travel procedures.

Authorization to Travel/Travel Request

- CPP faculty and staff traveling on University business will be required to submit an approved authorization to travel (travel request in Concur) for all travel types – domestic and international travel – prior to booking travel arrangements and departure; regardless of the source of funds being used (Foundation or University).

Payment of Expenses on Behalf of Others

- Approval is required in advance of travel for reimbursement of expenses paid on behalf of others. Approval should be obtained by the Provost/Vice President in the traveler's respective division.

Surface Transportation Used in Lieu of Air Travel

- If approved in advance via the Authorization to Travel/Travel Request, travelers may use surface transportation even though air travel is the appropriate mode of transportation for their trip. A cost comparison is required to be submitted at the time advance approval is obtained, as well as included in the traveler's expense claim/report. The traveler will be reimbursed for the lesser of the airfare or mileage.

Automobile Travel

- Allowable mileage, with an overnight stay, shall be computed as the lesser of the mileage between the traveler's residence or normal work location and their destination. In the event the traveler departed or returned on a non-working day/hours, mileage is allowed to be calculated from home.
- Allowable mileage, without an overnight stay, shall be computed as the lesser of the mileage between the traveler's residence or normal work location and their destination.
- Travelers must utilize rental agencies with negotiated contracts with the CSU; which include Enterprise and National Rental Car. Renting vehicles from a non-contracted vendor is prohibited, unless vehicles are unavailable from a contracted vendor.

Air Travel

- Documentation of a boarding pass is no longer required to be submitted with a travelers expense claim/report.
- A documented cost comparison must be attached to the expense claim/report when a traveler prefers to use a higher class than the one authorized for reimbursement for airfare; which is coach or economy class. The cost comparison must use the same dates as the travel, not future dates.

Itemized Receipts

- Receipts will no longer be required for travel related expenses of less than \$75. Original, itemized receipts, are required for all business travel related expenses of \$75 or more.

Incidentals

- Incidentals will be reimbursed up to the daily maximum of \$7 per calendar day, including the first day of travel; and only when the business travel includes an overnight stay.

Completion of a Travel Expense Claim/Report

- The Travel Expense Claim Form/Report must be submitted for reimbursement within 60 days of the end of the trip. Travel expense claims submitted past 60 days of the end of a trip will require exception approval from the Provost/Vice President in the traveler's respective division.