Travel Forms

The purpose of this policy is to clarify the procedures for Cal Poly Pomona Philanthropic Foundation travel. Travelers utilizing Cal Poly Philanthropic funds (i.e. Dean’s Excellence Funds or other program projects) will utilize this “Authorization to Travel on State Business Form,” and must be submitted along with the Travel Claim and Expense Report Form for reimbursement after travel has taken place. The Travel Claim and Expense Report Form is located on the Cal Poly Pomona Philanthropic website.

SECTION I

Authorization to Travel

All international travel for Cal Poly Pomona University employees must be pre-approved by the designated Vice-President/Provost; except for the President, which requires pre-approval by the Chancellor’s Office.

As a reminder, per Cal Poly Pomona University requirements, for all Cal Poly Pomona University employees (domestic or international travel paid through the Philanthropic Foundation), please obtain and complete the Authorization to Travel on State Business form.

In addition, all travel to Countries on the (1) U.S. State Department Travel Advisory Level 3 and 4 list and the (2) CSURMA High Hazard Country list by Cal Poly Pomona University employees or Cal Poly Pomona Philanthropic Foundation affiliates shall require the pre-approval of the President or designee of the delegated travel approval authority.
SECTION II

Travel Expense Claim

1. Reimbursements will be processed when the Authorization to Travel on State Business and Travel Claim and Expense Report form is properly completed, signed, dated, approved and submitted to Cal Poly Pomona Philanthropic Foundation.
2. Inclusive dates must be shown for each trip.
3. All items of expense must be accounted for on a daily basis on the form.
4. All items of expense must be properly accounted for and accompanied by the necessary receipts or support in accordance with this policy. Detailed itemized receipts for all items must be attached to the Travel Claim and Expense Report form, with the exception of per diem daily meal allowances and incidentals.

Allowance Information

Lodging

1. Lodging for approved overnight trips are allowed at a reasonable rate for the area.

Subsistence

1. Reimbursement will be based on actual expenses from original detailed itemized receipts except for the per diem daily meal allowances and incidentals only. Please use the Approval Alcohol Purchase form and request approval by the Provost or Division Vice President for alcohol purchases when necessary.
2. Requests for reimbursement for expenses greater than the per diem daily meal allowances must be accompanied by a business justification, explaining why the actual meal expenses incurred were required of the traveler seeking reimbursement. Please include Approval for Alcohol Purchases form when necessary. Receipts must be submitted to support the actual expenses except for per diem daily meal allowances and incidentals. For all Cal Poly Pomona Philanthropic projects and programs, if a detailed receipt is lost or otherwise unavailable, a Loss Receipt form must accompany the request for reimbursement.
3. A person will be eligible to claim all the appropriate travel expenses for each day of travel if your duties require you to be away from the general area of your home for a period substantially longer than an ordinary day’s work and you need to obtain sleep or rest to meet the demands of your work while away from home.
4. Expenses incurred on behalf of spouses, or domestic partners of the University President, Provost, Vice Presidents and fellow travelers are allowable and must be clearly identified and justification of the business purpose provided. The University President, Provost, Vice Presidents and fellow travelers will either: a)
include spouse’s/domestic partner’s name with their pre-approved Authorization to Travel on State Business form and include corresponding travel expenses in their Travel Claim and Expense Report Form, or b) submit both forms separately on the behalf of their spouse/domestic partner.

Domestic Per Diem Daily Meal Allowances

1. The domestic per diem daily meal allowance is $55.00 and is detailed below:

   Breakfast     $11.00  
   Lunch          $17.00  
   Dinner         $27.00  
   $55.00

The breakdown of the per diem meal allowance is provided for the following purposes, if you should need to deduct any of these meals from your daily travel expenses (i.e. if a meal is provided at a conference and included in the registration fee, or if you dine with someone else and they pay for your meal, or if a meal is included during in-flight, etc.) please deduct this meal from your per diem daily meal allowance. An additional $7.00 incidental allowance may be claimed for each day of travel.

The most current international per diem list available, published by the U.S. State Department at U.S. State Department Office of Allowances will be used to determine reasonableness of international costs. Actual lodging receipts must accompany the travel claim.

Conventions, Conferences or Workshops

When a registration or other fee for a convention, conference or workshop includes meals, claims for meal expenses cannot be reimbursed, please provide the agenda or itinerary. In the event the employee must forgo the provided meal, please provide sufficient documentation (i.e. for health and/or business reasons, a detailed itemized receipt must be submitted for the meal that is purchased in lieu of the provided meal. An explanation/justification for the purchased meal must accompany the Travel Claim and Expense Report form. The purchased meal will be reimbursed up to the per diem daily meal allowance prescribed above.

Transportation Expenses

Transportation expenses consist of charges for commercial coach or economy carrier fares; private car mileage allowances, overnight and day parking of vehicle; bridge and toll roads; necessary taxi, bus or streetcar fares to your business destination. An explanation and business justification for executive transportation, airfare changes, cancellations, seat upgrades must accompany the Travel Claim and Expense Report form.
All transportation expenses will require full explanation, as well as detailed itemized receipts for actual expenses. Such expenses not at a reasonable rate must be documented and justified.

1. Automobile rentals, fares for train, bus, taxi or other types of transportation is allowable.
2. Scheduled airline is allowable at a reasonable fare available.
3. Private automobile mileage is reimbursable at the current CSU rate if the actual miles driven is provided, no receipts for gasoline will be reimbursed.

SECTION III

Travel Expenses - Invoice to the University

If there is a travel expense to be charged and invoiced to the University (State), please indicate the travel expense amount and use object code 5161- To be invoiced in Section I of the Travel Claim and Expense Report form. A request for invoice must be completed (including the appropriate People Soft Chart field string number), submitted to Accounts Receivable within University Financial Services and thereafter an invoice will be created.