



CalPolyPomona

Philanthropic
Foundation

POLICIES AND PROCEDURES

Subject: Travel Policy

Policy No. 714

Date: 09/2022

Travel Forms

The purpose of this policy is to clarify the procedures for Cal Poly Pomona Philanthropic Foundation travel. Accounts Payable in the Financial Services department (CPP Foundation, Inc.) is responsible for the accurate and timely processing of business travel reimbursement for travelers conducting business on behalf of the University, Enterprise Foundation, or Philanthropic Foundation. For information on CPP University Travel and Business Expense reimbursement, please refer to the CPP University Travel website: [CPP University Travel](#)

The following policy has been updated to align with CSU and University policies and procedures.

SECTION I

Authorization to Travel

All international travel for 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 University requirements, for all University employees (domestic or international travel paid through the Philanthropic Foundation), please obtain and complete and obtain designated authorization for pre-approval to travel.

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. **CPP University employees (Faculty/Staff):** For business related travel, please use the Concur System ([Cal Poly Pomona Concur System](#))
2. **Reimbursements:** Will be processed when the Travel Authorization (when required) and Travel Claim and Expense Report form (or web reimbursement) is properly completed, signed, dated, approved and submitted to Cal Poly Pomona Philanthropic Foundation.
3. **Travel Dates:** Inclusive dates must be shown for each trip.
4. **Expenses:** All items of expense must be properly accounted for and accompanied by 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 (or web reimbursement), with the exception of per diem daily meal allowances and incidentals.
 - a. Travel claims or web reimbursements must be submitted for processing within sixty (60) working days after travel is completed.

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 daily per diem meal allowances must be accompanied by a business justification, explaining why the actual meal expenses incurred were required of the traveler seeking reimbursement. Please provide the Alcohol Purchases Memo when necessary. Receipts must be submitted to support actual expenses with the exception of daily per diem meal allowances and incidentals.
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 \$65.00 and is detailed below:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	<u>\$30.00</u>
	\$65.00

The breakdown of the per diem meal allowance is provided for the following purposes, if the traveler 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 the traveler dines 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.