

TRAVEL GUIDELINES

the following information/guidelines are not all inclusive

[Cal Poly Corporation Travel Forms](#) [Cal Poly Corporation Accountable Plan](#) [Cal Poly Corporation Hospitality Guidelines](#)

When travel is being paid/reimbursed out of CPC or CPF funds, we suggest the applicable CPC and CPF forms be submitted.

- CPF funds = OrgKeys 10900, 10920 and 60000 thru 79999
- CPC funds = All other OrgKeys

If expenses are being paid/reimbursed out of State, and CPC and/or CPF funds, all expenses must be reported on the State forms. The original and a complete copy (to include supporting documentation) must be forwarded to State Travel. They will forward a stamped copy to CPC for processing the CPC and/or CPF portion of the request/claim.

When expenses are being paid out of both CPC and CPF funds, all expenses must be reported on one form (either the CPC or CPF form).

Travel Request Form

A Travel Request form is required to be submitted prior to departure. This applies to **all** Cal Poly **campus** employees, to include students.

Refer to the State-Travel websites for student travel requirements

When requesting an advance

- Advances are issued to the individual traveler
- Advances are issued in amounts over \$50.00
- Fill out the bottom portion of the Travel Request form
- Complete and attach the Estimate of Travel Expenses worksheet

Advance checks (for estimated expenses) are issued no more than 30 days prior to departure date.

If expenses have been incurred/paid more than 30 days in advance of your trip (ie: airfare, hotel deposit, registration, etc), reimbursement can be requested. Reimbursement should be requested via a Check Request form. Supporting documentation, to include proof of payment, should be submitted with the request.

Note: When submitting your Travel Expense Claim form (upon your return), these expenses should be itemized and included in the “Less Advances” field.

Travel Expense Claim Form

Upon return of a trip, travel expenses are to be itemized on a Travel Expense Claim form.

- Claims are due within 10 days after return
- See the Accountable Plan document (link above) for additional info/requirements
- All expenses (to include reimbursed expenses in advance of a trip) should be itemized and included in the Less Advances field
- Do not include direct billed expenses (ie: Giselles Travel, Enterprise Car Rental)

Claims filed in connection with externally funded programs, federal, state or private grants will be subject to the sponsoring agency's reimbursement rates.

REIMBURSEMENT GUIDELINES

- When paying for others expenses, names of the individuals and their affiliation to the business at hand must be provided
- When original receipts are not obtainable or when they have been lost, the Declaration of Missing Evidence form must be provided

METHOD OF TRAVEL

AIR & RAIL

- Travel by commercial carriers will be reimbursed at economy class or standard coach rates
- The airfare document must include: claimant name, ticket number, full itinerary, service class, cost and payment information
- Travel insurance is not a reimbursable expense

Upgrades will be at the expense of the traveler. A document that includes the upgraded expense (actual amount paid) and a ******“real time” quote document will be required. The quote will show what the expense would have been without the upgrade. This is the amount that should be claimed as this is the amount that is reimbursable.

******A “real time” quote is obtained at the same time as when air or rail is purchased. The quote should be thru the same carrier, should be for the same itinerary and should be obtained thru the same method (ie: carrier website, travel website, travel agency, etc).

CAR RENTALS

- An itemized receipt is required
- Enterprise Car Rental reimbursements must be supported by proof of payment as confirmation that the rental was not direct billed to the State or CPC Enterprise accounts
- Fuel purchased thru the rental agency is not a reimbursable expense

Personal/vacation travel included along with business trip

Provide a time line summary that includes both vacation and business related travel. The time line should include dates of travel, locations, departure & return times from vacation and business locations, etc.

When claiming airfare or rail fare expenses, a ******“real time” quote document should be submitted (along with the actual expense document). This quote will indicate what the expense would have been without the personal travel dates.

This information is required so that we can determine that the expense claimed is no more than what the expense would have been without the personal travel. If the quote is less than the actual expense, the quoted amount is what should be claimed as this is the amount that is reimbursable.

******A “real time” quote is obtained at the same time as when the air or rail expense is purchased or when the car rental is arranged. The quote should be thru the same carrier/rental agency, should be for the same itinerary (less the personal days) and should be obtained thru the same method (ie: carrier website, travel website, travel agency, etc).

If renting a car, the rental contract should be for the business portion of the trip only. A separate rental/contract should be obtained for the personal portion of the trip.

PRIVATE AUTO MILEAGE (only applicable to claimant owned vehicle)

For travel on or after January 1, 2010-Mileage reimbursement rate is .50 cents per mile
(Rate for travel 1/1/09-12/31/09 was .55 cents per mile)

Note: Mileage is not a reimbursable expense when coming in to work for overtime on normal days off.

LODGING

- Lodging rates should be reasonable for the area and travelers are encouraged to take advantage of applicable discounts
- An itemized receipt is required

REGISTRATION

Document should include payment amount and information that supports what the amount represents: ie: early bird registration, faculty or student registration, registration for special events, registration includes meals, etc.

MEALS/INCIDENTALS - Should be claimed at **ACTUAL** expenses (no more than the maximum allowed for each meal type/incidental):

| BREAKFAST | LUNCH | DINNER | INCIDENTAL |
|-----------|---------|---------|------------|
| \$10.00 | \$15.00 | \$25.00 | \$5.00 |

- Departure Time-If you leave (from home or campus/if departing from campus) on or before:

7 am – Breakfast may be claimed

12 pm – Lunch may be claimed

6 pm – Dinner may be claimed

- Return Time-If you return (arrive back home or campus/if returning directly to campus) on or after:

9 am – Breakfast may be claimed

2 pm – Lunch may be claimed

6 pm – Dinner may be claimed

Incidentals

- Defined as tips for services
- Reimbursement is not allowed for the first day of travel

When claiming meals and/or incidentals for others:

- Itemized receipts are required
- Hosting is defined as attendees other than CPC employees and/or State faculty, staff and students. See the Hospitality document (link above) for more information

EXCEPTIONS:

Lunch is not allowed for one day trips UNLESS:

- Extended day trip - Defined as at least 12 hours AND distance traveled is 100 miles or more
- Luncheon meeting - Purpose, names of attendees and their affiliation to the business at hand must be provided

**ORIGINAL RECEIPTS ARE REQUIRED EXCEPT FOR THE FOLLOWING
EXPENSES**

- Meals/incidentals within the individual claimant's allowances
- Ferry, street car, subway and taxi fares, bridge and road tolls of \$5.00 or less
- Telephone or fax charges of \$5.00 or less
- Parking fees of \$9.00 or less

INTERNATIONAL TRAVEL

Refer to the State-Travel websites for international travel requirements

- Guidelines/reimbursement rates are the same as above
- Use the [OANDA](#) website for converting foreign currency expenses
- Print out conversions for each foreign currency receipt
- Provide translation for expenses

**PLEASE CALL THE CAL POLY CORPORATION TRAVEL DESK @ 6-5003 IF YOU
HAVE ANY QUESTIONS**