

Cal Maritime Travel Guidelines

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1.0 AIR

The university will not pay for any seat upgrades, including but not limited to paying additional fees for exit row, premium seats, business class or first class. See CSU Procedure for any exceptions. In the event there are only paid seats available during your check-in, these fees may be reimbursable. Baggage fee appropriate for the travel is reimbursable.

If travel will be same day, University Traveler should travel basic economy (or “Group 9”) where traveler may only carry a personal bag/ backpack.

2.0 AUTOMOBILES

University Traveler is encouraged to turn in any rentals upon completion of University Travel since university insurance is only applicable for business travel, not personal travel. Traveler should rent their own automobile on their own personal credit card and insurance to ensure proper coverage for personal travel.

3.0 CASH ADVANCES

Cal Maritime provides multiple payment solutions for the University including the Concur Ghost Travel card, a Corporate Individual liability credit card, for faculty and staff, therefore cash advances are limited to the following situations....

- Travel to remote locations where payment cards are not commonly accepted.
- Group and student travel requiring cash for incidental expenses (E.g. meals, shuttles, taxis, tips, etc.). Group travel is defined as a group leader, usually a faculty, paying on behalf of students.
- Other instances as authorized by Travel Manager and traveler's Approving Official

Since Corporate Individual liability credit cards are not issued to students, departments should pay on behalf of students whenever possible, to limit cash advances for incidental expenses (see above).

Cash Advances may only be given to faculty, coach, or staff.

Cash Advances must be requested and approved by approving official in advance of the travel dates. Advances are preferably, paid via EFT and for checks, employees are responsible for picking up their check (with proper ID) at the Cashier’s office in the Administration building.”

4.0 CLAIM TRAVEL EXPENSES (Concur Expense Reports)

Travel expenses shall be claimed via Travel Expense Report in Concur (replacing Travel Claim forms). Expense Reports must:

- Be submitted by the employee who incurred the expense, which must be the traveler. See CSU Travel Procedures
- Be submitted within **sixty (60) days** upon the return of your travel, therefore from the last day of your trip.
- Be linked to an approved Travel Request via Concur.
- Include itemized receipt for all required transactions, see Travel Expense Documentation Requirements section.
- Clearly identify personal expenses, if any, that may have been charged to a university charge account or credit card. Traveler is responsible for all personal expenses/ charges.
- Claim actual costs incurred, no per diem amounts allowed. For clarity, the Federal per diem allowances for international travel is a do not exceed amount, not a given daily amount to claim.
- Clearly identify any cash advances given to traveler.
- Follow [Hospitality policy](#), if hospitality is included in trip

5.0 EXPENSE REPORTS

Travel Expense Reports require the proper documentation to back up the expenses incurred while traveling on University business. The proper documentation, such as a receipt must:

- Include transaction itemization for both domestic and international travel; for instance meal receipt listing what was purchased –vs- credit card receipt with total only
- Be provided for individual travel expenses over \$75.00 to obtain reimbursement; a [Lost Receipt Form](#) (and any additional proof, such as a credit card bill) must be submitted if a receipt is not available. **Amounts not supported by a receipt or a Lost Receipt Form will be reported to the I.R.S. as income.**

6.0 GROUP TRAVEL

Group Travel is defined as a Concur user (Cal Maritime employee with Concur access) paying on behalf of others (students or non-employees)

- Other Accommodations (Group Only)– used when purchasing multiple hotel rooms or other lodging for group travel.
- Team/Group Meals – to be used for Team/Group meals only. When paying on behalf of other employee travelers or guests, use HOSPITALITY expense type.
- Entry Fee – used for team/group entry fee.

Group - Domestic Procedures

Contact the Accounting Office to schedule Concur Group Travel Training for your department.

Contact Information - For Team Travel or Group Needs

The Concur Group Travel Team, Christopherson Business Travel (CBT), supports and negotiates Group and Team arrangements for typically 10 or more travelers utilizing Commercial Group Air, Hotel Room Blocks and Motor Coach Charters.

- Business Hours: 5:00AM – 6:00PM Pacific Time
- Phone: 866-371-3580
- Email: universitygroups@cbtravel.com
- Number of dedicated University Group Travel Advisors: 3
- Minimum number of travelers per group reservation: 6+ depending on airline and NCAA requirements

Group – International Travel

Christopherson (CBT)				
Transaction	Billing	Full Service	Online Tool	Agent Assist with booking initiated online
Agent booked – Domestic (Air) Group of 10 -14 Group of 15 or more	Per Ticket	\$26.00		
		\$24.00		
Agent booked – Int'l (Air) Group of 10 -14 Group of 15 or more	Per Ticket	\$35.00		
		\$33.00		

7.0 GUEST TRAVEL

Guests can include, but are not limited to recruitments, donors, volunteers and/or non-paid speakers.

Guests are not vendors (third party entities or individuals providing services in exchange for payment) including independent contractors and paid guest lecturers.

- A Concur Travel Request must be completed by the requisitioning department for guest travel.
- Guest travel must follow the travel and/or hospitality policies.

- A Concur travel expense report must be submitted per guest trip. All expenses related to a trip should be on one expense report; do not submit until all expenses are accounted for in that 1 expense report; multiple expense reports are not allowed for the same guest trip.
- Summary of limits – for your convenience, below is a summary of limits of allowable guest expenses, this does not replace reviewing and understanding the policy.

Flights	Hotel	Car Rental	Gas	Mileage	Meals	incidental (tips)
Economy Class Only (not "Economy Plus" on United Airlines or the like), upgrades are not allowed	\$275 nightly rate for domestic	Intermediate size only	Gas only for car rental, not personal car (see mileage)	Publish rate on Cal Poly Travel Website, for personal car only	Only if approved by host prior to trip - \$55/day	\$7/day

8.0 HOSPITALITY

Expenses for meals incurred by employees who provided hospitality while on travel status are reimbursable in accordance with ICSUAM Policy 1301.00 Hospitality, Payment or Reimbursement of Expenses and are subject to the campus limitations.

Hospitality, hosting a guest or group of guests, is acceptable while traveling on University business outside the Cal Maritime area. Travelers must follow the [Hospitality Policy](#) when doing so.

9.0 INTERNATIONAL TRAVEL

Any person traveling on University business or representing Cal Maritime, whether travel is paid by University funds or not, MUST register with the International Office and/or Risk Management Center. This will ensure proper duty of care, including insurance is in place [https://www.csum.edu/fiscal-services/media/concur-travel-handbook.pdf - %5B%7B%22num%22%3A553%2C%22gen%22%3A0%7D%2C%7B%22name%22%3A%22XYZ%22%7D%2C69%2C266%2C0%5D](https://www.csum.edu/fiscal-services/media/concur-travel-handbook.pdf-%5B%7B%22num%22%3A553%2C%22gen%22%3A0%7D%2C%7B%22name%22%3A%22XYZ%22%7D%2C69%2C266%2C0%5D) for the University Traveler. Not doing so may restrict your future University Travel.

Employees traveling with students on University business must register with the International Center. Employees traveling without students register through the Concur process.

All expenses must be in US Dollars. If the travel expense tool does not automatically calculate foreign currency to US Dollars, then the traveler will need to do so. Please use The Currency Site for proper currency conversion and print and submit website conversion along with the receipts.

[FTIP Insurance Program](#)

10.0 LESS THAN 24 HOURS TRAVEL

Meals and incidental expenses are not reimbursed by the University when the start time and end time of a trip are within 24 hours of each other (for benefit beyond a doubt, the entire trip is less than 24 hours), unless an overnight stay is included and supported by a lodging receipt. In the event a lodging receipt cannot be provided (e.g. the traveler lodged with a friend or relative, stayed overnight at the airport, or took alternative transportation that required the traveler to be away overnight), a statement explaining the lack of lodging receipt must be submitted along with the travel expense.

An exception to the overnight stay requirement may be granted by the approving authority. In this case, the amount of breakfast and/or dinner and incidentals reimbursed by the University are taxable, therefore the amount will be reported to Payroll and included in Box 1 of the employee's W-2 form.

Under no circumstances will expenses for lunch be reimbursed for travel of less than 24 hours.

11.0 LODGING

Traveler will be reimbursed for actual lodging expenses and a receipt is required. Any published amounts referenced as per diem are considered a do not exceed amount by Cal Maritime.

Lodging is the only expense you may share with another individual traveler. If you share lodging with another University Traveler, only one traveler need expense the cost of the shared hotel room.

The cost of shared lodging must follow as such:

When sharing a hotel room, it shall not exceed the nightly hotel allowance.

When sharing an entire apartment or house (e.g. AirBnB) the entire rental cost, including all fees (service, cleaning, non-taxes, etc.) shall not exceed the nightly hotel allowance multiplied by the number of University Travelers. For further clarity, see the below calculation to determine the reimbursable amount:

$$\text{Number of Nights} \times \text{Number of People} \times \text{Nightly Allowance per Person (\$)} = \text{Reimbursable Amount (\$)}$$

In-state hotels may provide a tax discount or waive taxes for University Travelers. The hotel needs an approved [Tax Waiver Fee form](#) as proof of traveling on University business. Waving of such fees is at the hotel's discretion.

The International lodging nightly amounts are determined by the US Office of Allowances. For lodging nightly allowance, select the appropriate location and see the Maximum Lodging Rate column. Although the site references the amount as a per diem, this is a do not exceed amount. Cal Maritime will reimburse actuals.

12.0 MEALS

Domestic

The daily meal allowance for domestic travel is \$55 total. This is not a per diem, but a do not exceed amount. Cal Maritime will reimburse actuals.

International

The daily meal allowance for international travel is determined by the [US Office of Allowances](#). For meals and incidental daily allowance (1 rate), select the appropriate location and see the M & IE rate column. Although the site references the amount as a per diem, this is a do not exceed amount. Cal Maritime will reimburse actuals.

13.0 MISSING RECEIPTS

When original receipts are required but cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, a statement should be provided explaining why such receipts are not being submitted with the Travel Expense Claim. The statement must include a certification that the amount shown is the amount actually paid and that the traveler has not and will not seek reimbursement from any other source.

The approving authority must approve the travel claim form for the expense. In the absence of a satisfactory explanation or administrator approval, the amount involved will not be reimbursed.

14.0 PERSONAL TRAVEL

Under no circumstances shall expenses for personal travel be charged to, or temporarily be funded by, the University. While traveling on University business, travelers may add extra days of personal travel. The University does not cover costs for personal travel, therefore...

- **Lodging** – University Traveler must pay with your own personal credit card for the days on personal travel. You may only use University payment methods, such direct bill or travel credit card for University expenses.
- **Automobile** - University Traveler is encouraged to turn in any rentals upon completion of University Travel since university insurance is only applicable for business travel, not personal

travel. Traveler should rent their own automobile on their own personal credit card and insurance to ensure proper coverage for personal travel.

- **Air** - University Traveler may extend their airfare dates to include personal travel as long as traveler documents the cost of airfare for University Travel only (e.g. to conference and back) since this will be the reimbursement amount.

Proper documentation includes a screenshot of air fare for University Travel, which must include university travel start date and end date, destination(s) and price. Any additional costs above reimbursement amount for personal travel is the traveler's responsibility and will have to pay the University back.

15.0 REQUEST AUTHORIZATION FOR TRAVEL

Before committing any funds for university travel, including conference fees, etc. all University Travelers must receive authorization to travel. To receive approval, the University Traveler must:

- Submit a completed Concur Travel Request
- Clearly identify the University Traveler (name) and traveler type (student, faculty or staff, guest, partner or other non-employee)
- Sign the "Certification of Minimum Liability Insurance" section in the form if a private vehicle will be used
- Include an itinerary (such as conference agenda, etc.) explaining purpose of travel
- Provide justification for traveling to a banned state, if applicable, so department Vice President or the Provost may review it.
- Provide a budget breaking down travel expenses (air, car, hotel, conference fees, meals, etc.)
- Include a Cash Advance request, if needed and applicable, see Cash Advance section □
Get proper signatures for international travel.

16.0 TRAVEL INSURANCE

Travel Insurance for domestic travel is not allowed. Cal Maritime will not pay for or reimburse travel insurance. See International Travel section for International travel insurance.

Cal Maritime highly recommends booking travel through its contracted travel management company. They give us visibility to cancelled travel and allows us to manage university unused tickets, which lets the University better manage its travel spend.