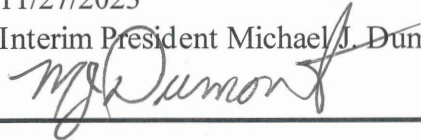




<b>Policy Number:</b>	AF-01-002
<b>Policy Administrator:</b>	Vice President for Administration & Finance
<b>Policy Initiator:</b>	University Controller
<b>Authority:</b>	ICSUAM 3601.01 - Travel and Business Expense Payments
<b>Effective Date:</b>	June 2016
<b>Revised Date:</b>	11/27/2023
<b>Approved:</b>	Interim President Michael J. Dumont
<b>Approval Signature:</b>	

### Travel and Business Expense Payments

**Purpose:**

This Policy establishes the process and responsibility to comply with the California State University (CSU) Administrative Manual Travel and Business Expense Payments Policy 3601.01.

**Scope:**

This policy applies to all campus employees, students, and others traveling on official university business.

**Accountability:**

The university Vice President for Administration and Finance and their designees are responsible for the administration of the Travel and Business Expense Payments and other related policies.

**Policy:**

Cal Maritime requires all campus employees, students, and others traveling on official university business to adhere to the California State University [Travel and Business Expense Payments Policy](#), with the following exception:

A. Travel Advance

- a. Travel advances are only authorized under the following circumstances, per trip:
  - i. Athletics
  - ii. International Experience