

## Travel Expenses & Allowances Policy

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**Last Updated:** 11/21/2025

**Board Agenda ID:** BD 103-25

**Scope:** This policy applies to all ASI student officers, student directors, employees, committee members, volunteers, and other authorized travelers who are traveling on ASI business and or whose travel is paid for with ASI funds.

**Purpose:** The purpose of this policy is to provide reimbursement guidelines for necessary out-of-pocket expenses incurred for official ASI business. This policy aligns with the CSU Travel Policy and the CSUSB Travel & Business Expense Payments Policy.

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### 1. Pre-Approval & Travel System

- a. All travel must be pre-approved in the University travel system (Concur or successor). A travel request must be approved by an ASI Executive Officer, and one of the following: ASI Executive Director or ASI President.
- b. Travel outside the United States using ASI funds must be approved by the ASI BoD, an ASI Executive Officer, and one of the following: ASI Executive Director or ASI President.

### 2. Definitions

For the purpose of this policy, the following definitions will apply:

- a. Duty Station: ASI corporate offices or other location designated by the Board or Executive Director.
- b. Residence: The traveler's primary place of residence.
- c. Normal Work Location: As defined in CSUSB policy.
- d. M&IE: Meals & Incidental Expenses per federal (General Services Administration, or GSA) per diem for the travel location. More information can be found at [www.gsa.gov](http://www.gsa.gov).
- e. Maximum Lodging Rate: Per CSUSB policy; taxes reimbursable separately.

### 3. Claiming Expenses & Documentation

- a. Travel Expense Claims must be submitted within sixty (60) days after the end of the trip. Claims must include business purpose, dates, and required documentation.
- b. An agenda is required for Travel Expense Claims to confirm attendance, the purpose of the meeting, the schedule (including meals and breaks), and to verify that all expenses were necessary and business-related.
- c. Itemized receipts are required for lodging (regardless of amount) and for other expenses exceeding \$75. A lost receipt affidavit may be used when originals cannot be obtained.
- d. Additional documentation requirements are outlined in the ASI Travel Expenses & Allowances Procedures

### 4. Subsistence (Meals, Incidental Expenses & Lodging)

- a. Domestic travel under 30 days:

- i. M&IE reimbursed via GSA per diem for the destination.
- ii. 75% of per diem on first and last day of travel.
- iii. No M&IE can be claimed for travel under 24 hours.
- iv. Travel between over 24 hours must require an overnight stay to claim M&IE.
- v. If the trip includes meals that are already paid for, such as through a conference registration fee, the meals provided must be deducted from the meals & incidentals per diem rate by using the GSA M&IE Breakdown.
  - 1. If meals provided at the conference do not meet dietary restrictions for travelers, then travelers may claim per diem for that meal.
- vi. Lodging may not exceed the maximum lodging rate (before taxes) per CSUSB policy unless pre-approved with justification.
- vii. International and non-contiguous U.S. travel: Per diem applies per federal rates; adjustments required when meals or lodging are provided at no cost to the traveler.

## **5. Transportation**

- a. Travelers must use the most economical mode and route consistent with business needs. Coach/economy airfare is standard. Upgrades require business justification and pre-approval; travelers pay any incremental personal cost.
- b. Automobile Use
  - i. Drivers must hold a valid license, maintain required insurance, complete CSUSB Defensive Driving certification, and file STD 261 for personal vehicle use. Mileage is reimbursed at the current IRS rate adopted by CSU. Fuel, repairs, and routine maintenance are not reimbursable.
  - ii. If using a corporate vehicle, drivers must hold a valid license, maintain required insurance, and complete CSUSB Defensive Driving certification. Additionally, travelers must complete and sign a Vehicle Use Agreement.
  - iii. Drivers may claim charges for ferries bridges, tunnels, or toll roads. Reasonable charges for parking while an employee is on travel status or on university business away from regular duties also will be allowed given that they follow the ASI Travel Procedures.

## **6. Registration**

- a. Registration fees may be prepaid (upon approval of travel request).
- b. Group meals must follow GSA per diem and be pre-approved where required.

## **7. Cancellations & Postponements**

- a. If a trip must be canceled or changed, the traveler must make every effort to cancel/change any travel reservations. Fees incurred because of cancelling/changing a trip will be covered if the cancelation/change was work related or due to unforeseen circumstances out of the control of the traveler. A justification must be submitted and approved by the ASI Executive Director or designee.
- b. Additional cancellation or postponement procedures can be found in the ASI Travel Procedures

## **8. Prohibited Expenses**

- a. Non-reimbursable personal expenses include alcohol, personal entertainment, spa/health club charges, souvenirs, minibar items, room upgrades, in-room movies, child/pet care, traffic tickets, and other personal items.

## **9. International & High-Risk Travel**

- a. International travel will require approval by the ASI BoD, an ASI Executive Officer, and one of the following: ASI Executive Director or ASI President. Travel to high-risk locations will require additional approval by the University President, Chancellor's Office, and Risk Management.

#### **10. Exceptions**

- a. Exceptions must be documented and approved by the ASI Executive Director (or designee) per CSUSB policy. ASI Board may recommend exceptions, but may not authorize items that conflict with CSU/CSUSB policies.

#### **11. Effective Date & Amendments**

- a. This revision becomes effective upon ASI Board approval. Where conflicts exist, the CSU/CSUSB policy prevails. This policy incorporates by reference the current CSU/CSUSB rate schedules (M&IE per diem, mileage rates).

#### **12. Procedures**

- a. For additional information on Travel Expenses & Allowances procedures, please refer to the ASI Travel Expenses & Allowances Procedures, the CSUSB Travel and Business Expense Payments Policy, and/or the CSU Travel Procedures.

***Past Revisions:***  
*BD 70-20, May 26, 2020*