

TRAVEL REIMBURSEMENT

Adopted: September 1982

Updated: May 9, 2002

Updated: April 29, 2011

Updated: February 19, 2014

GENERAL STATEMENT

Travel shall be authorized in accordance with the following principles:

1. Travel is usually warranted when personal contact by the staff member is the most economical method of conducting official Union WELL Inc. business.
2. Attendance at conferences and meetings is limited to persons immediately concerned with the topics to be discussed or the business to be transacted.
3. The most economical method of transportation must be selected in terms of direct expense to the Union WELL Inc. and the individual's time away from the job. Provided the mode of transportation selected does not conflict with the needs of the campus or Union WELL Inc., the employee may use a more expensive form of transportation and be reimbursed at the amount required for a less expensive form of transportation.
4. By approving the travel expense claim, the approving authority certifies that the expenses are reasonable and necessary to conduct official Union WELL Inc. business.

Reimbursement of travel expense incurred by Union WELL Inc. officers or employees, or Sacramento State employees, or students, or others conducting Union WELL Inc. business shall be comparable to the reimbursement normally provided by Sacramento State for its employees.

A lesser or partial rate reimbursement may be justified as an exception when group rates on group travel allows for lesser actual costs to be incurred, when individuals at their own discretion claim lesser reimbursement, when participation is at the individual's option at preagreed rates, or when participation in Union WELL Inc. programs is offered and accepted within announced specific allocations for program participant travel expense.

All reimbursements of travel expenses through Union WELL Inc. funds shall require documentation and evidence comparable to that for CSU employees, shall require prior approvals as to Union WELL Inc. benefit by Unit Director and/or by the Executive Director, and documented post-approval of expenses and reimbursement, also by the Unit Director.

GUIDELINES AND PROCEDURES:

All travel must be approved in advance in order for expenses to be claimed for travel involving Union WELL Inc. business. Reimbursements shall be in accordance with Union WELL Inc. policy.

Using CSU Chancellor's Office rates, actual and necessary expenses will be paid for approved travel involving official Union WELL Inc. business. Submit travel expense claims to Union WELL Inc. upon return from the trip. At the end of the fiscal year, all travel expenses must be claimed for June 30 or earlier.

REIMBURSEMENT RATES:

(Rates on this page automatically adjust to current University rates and does not require Board of Directors Approval for any adjustment done at the campus level.)

Rates Effective: 1.1.15

Mileage: \$0.575 per mile

Meals: \$55.00 per day

Incidentals: \$7.00 per complete 24 hour period.

Lodging: A maximum of \$195.00 per night, excluding taxes for in-state and out-of-state travel, including Alaska, Hawaii, and US possessions. Exception must be approved in advance of travel.