

**LOKER UNIVERSITY STUDENT UNION, INC.  
TRAVEL POLICY**

The Loker Student Union Inc., (LSU) shall pay or reimburse travel expenses that are ordinary, reasonable, not extravagant, and necessary to conduct official LSU business. Travel expenses shall conform to IRS regulations and shall be made in alignment with the Integrated California State University Administrative Manual (ICSUAM) policy number 3601.01 Travel Policy. Travel expenses not directly related to official LSU business are not reimbursable.

Travel shall be approved by the Director or their designee prior to taking place. Travel expenses shall be authorized for LSU employees, volunteers, students and/or individuals conducting official LSU business or administering projects on the behalf of LSU. For the purposes of this policy, such individuals are referred to as the traveler. When travelers are minors, a parental or guardian consent must be granted in writing prior to travel taking place.

Transactions for payment and/or reimbursement of travel expenses shall be approved by the Director or their designee by completing a travel authorization form. Allowable travel expenses are:

**Subsistence expenses** – charges and expenses for meals and lodging

**Business expenses** – charges for seminar and conference fees, business phone calls, business internet access, equipment or supply purchases for the organization

**Transportation expenses** – charges for commercial carrier fares; rental cars; private car mileage allowances; bridge and road tolls; necessary taxi, bus, shuttle, rapid transit fares, and parking fees; and other similar charges essential to achieve the purposes of the authorized trip

**Incidental expenses** – including but not limited to, fees and tips for servers and baggage handlers

For the purposes of identifying allowable travel expenses, travel begins when the traveler leaves their residence or normal work location, whichever occurs last, and ends when the traveler returns to his/her residence or normal work location, whichever occurs first.

The LSU shall authorize requests for an advance of travel funds for projected claims that reach or exceed \$50. When the expected total reimbursement claim is less than \$50, an advance may be issued only where there is compelling justification. Requests for an advance of travel funds shall be made in accordance with travel procedures. When an advance of funds exceeds the substantiated expenses, the traveler must reimburse the LSU. When an advance of funds is less than the substantiated expenses, the LSU shall reimburse the traveler. In the case where only mileage is being reimbursed, no advance shall be authorized.

In the event that a traveler opts to use surface transportation for personal reasons even though air travel is the appropriate mode of transportation, the traveler will be reimbursed based on the lowest of the regular coach fares available for the location of travel from a commercial air carrier.

In order to claim travel expenses, receipts are required for all listed expenses except meal and incidental expenses. Travelers are personally liable to reimburse the LSU for any travel advances

and/or expenses that are not accompanied with required supporting documentation (i.e. original receipts, travel authorization, etc.).

When a traveler has an assignment away from their normal work location, which does not require an overnight stay, only mileage or public transportation costs shall be reimbursed. Mileage shall be computed between the traveler's normal work location and the commercial carrier or destination. When a traveler uses public transportation, reimbursement shall be based on actual transportation expenses and must be supported by a receipt.

Only persons authorized to operate a privately owned vehicle may claim a mileage reimbursement. Mileage reimbursements shall be based on the prevailing CSU rate at the time of travel. When a traveler is authorized to drive to or from a commercial carrier terminal, mileage may be reimbursed for one round trip, including parking for the duration of the trip. When two or more persons share a private vehicle, only the driver may claim reimbursement for mileage.

Allowances for meal and incidental expenses shall be based on the United States General Services Administration (GSA) rates for the region of travel. Meal and incidental expenses shall be allowable for travel consisting of a minimum 24-hour period. For travel periods of less than 24-hours in total, travelers may not claim any meal allowance. Allowances shall not be made for meals that are included in program registration fees or listed in meeting itineraries. Allowances for lodging, transportation, and business expenses shall be based on actual costs.

The LSU assumes no financial responsibility for expenditures incurred by individuals who fail to adhere to this policy.

Exceptions to this policy may be granted by the Director or their designee.