

January 5, 2016

MEMORANDUM

To: Campus Community

From: Clinton G. Moffitt, CPA
Interim Chief Financial Officer
Associate Vice President for Finance

Subject: Travel Policy and Procedure Changes and
2016 Standard Mileage Reimbursement Rates

The following significant changes have been made to the CSU Travel Policy and Procedures for trips taken on November 1, 2015 and thereafter:

- 1) Pre-approval of Domestic Travel
 - The requirement for pre-approval of domestic travel for University employees has been eliminated.
- 2) Lodging (Maximum Limits for Reimbursing the Costs of Lodging)
 - The nightly lodging limit for domestic travel has increased from \$195 to \$275 (excluding taxes and other related charges).
- 3) Reporting Travel Expenses (Documentation Requirements of Itemized Receipts)
 - An item of expense requiring receipts has increased from \$25 to \$75 in concert with IRS regulations.
 - Itemized receipts for all expenses in excess of \$75 must be submitted with the Travel Expense Claim.
 - Itemized receipts for the reimbursement of daily meals for travel are not required but are subject to the daily maximum reimbursement cap set forth in Appendix D (up to \$55/calendar day).
- 4) Reporting Travel Expenses (Reporting Period)
 - Claim submission timeframes have been extended from 30 days to 60 days to comply with IRS guidelines.

Fresno State has also eliminated the 100 mile requirement for use of a private vehicle. Employees now have the option to use their private vehicle or rent a vehicle per CSU guidelines.

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- When using a private vehicle for University business, CSU employees must have a current State of California form STD.261: Authorization to Use Privately Owned Vehicles on State Business on file. See Section VIII.C. (Travel Related Insurance, Private Vehicles) for insurance requirements.

Beginning on January 1, 2016, the standard mileage reimbursement rates for the use of a car (including vans, pickups, or panel trucks) will be as follows:

- 54 cents per mile for business miles driven (down from 57.5 cents for 2015)

To review the updated CSU Travel Procedures, visit:

http://www.calstate.edu/icsuam/sections/3000/travel_procedures_g-001_final.pdf

For additional information, please contact Marie Cuningham at 278-2911 or Virginia Nevarez at 278-2877.