

San José State
UNIVERSITY
RESEARCH
FOUNDATION

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DATE: January 13, 2010

TO: Deans, Department Chairs, Principal Investigators
Project Directors, Account Managers and Foundation Employees

FROM: Paul E. Harris *PEH*
Director of Finance and Accounting

SUBJECT: Change in Mileage Reimbursement Rates and Updated San Jose State University Research Foundation Travel Bulletin

San Jose State University Research Foundation travel reimbursement rates conform to Internal Revenue Service Guidelines. See the attached travel bulletin for the most current travel information.

Standard Mileage Rate - Effective January 1, 2010, the maximum allowance for mileage is 50 cents a mile for all business miles, down from 55 cents per mile in 2009.

Use of Privately Owned Vehicle on SJSU Research Foundation Business – if an employee is permitted to use a personal vehicle in the course and scope of the San Jose State University Research Foundation business, the employee shall certify to the Foundation that the employee’s personal vehicle is in safe mechanical condition as defined by State of California 2007 Vehicle Code, General Provisions, Division 12. (Source: CSURMA Policy and Procedure 1-AORMA)

The authorization to use privately-owned vehicle form attached should be on file **before the use of privately owned vehicle**. If you or your employees will use a privately owned vehicle in 2010, please complete the attached form now and return it to the SJSU Research Foundation, Accounts Payable Department.

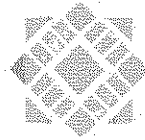
Hired auto physical damage endorsement – Physical damage coverage is provided only for those covered vehicles hired, rented, leased or borrowed for a period of no more than thirty (30) consecutive days. This does not include any “auto” leased, hired, rented or borrowed from any “employees” or members of their household. There is a \$1,000 deductible for physical damage coverage. Volunteers are not covered by this policy.

The Travel Bulletin and the Use of Privately Owned Vehicle form can be found in the SJSU Research Foundation web <http://www.sjsufoundation.org/html/sjsuf-employees-resources/forms.htm>. Please call Accounts Payable with any questions or comments at 924-2864. Thank you.

cc: Central Office Staff



The California State University:
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Bakersfield, Channel Islands, Chico,
Dominguez Hills, East Bay, Fresno, Fullerton,
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TRAVEL BULLETIN
Summary of Travel Policy

January 2010

The Foundation shall reimburse a traveler for supported expenses according to three methods:

1. FEDERAL PER DIEM BY LOCATION - Log on the following web sites for the most current rates

CONTINENTAL UNITED STATES TRAVEL (CONUS, include Alaska and Hawaii)

Domestic Per Diem Rates include Alaska and Hawaii

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

FOREIGN TRAVEL

Foreign Per Diem Rates

http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

2. ACTUAL LODGING EXPENSE PLUS PER DIEM - for food and incidentals.
3. ACTUAL EXPENSES with receipts - Original receipts for all expenses must be submitted to claim reimbursement using this method. Note: Incidental allowance does not apply.

A traveler must choose one of the above methods. Only one method of reimbursement may be used for the entire trip.

Independent consultant may be reimbursed only through Method 3, will not be required to submit originals as all payments, including reimbursements, will be reported at yearend as income on IRS Form 1099.

Hired auto physical damage endorsement – Physical damage coverage is provided only for those covered vehicles hired, rented, leased or borrowed for a period of no more than thirty (30) consecutive days. There is a \$1,000 deductible for physical damage coverage. Volunteers are not covered by this policy.

Standard Mileage Rate – Effective January 1, 2010, the maximum allowance **for mileage is 50 cents a mile** for all business miles. Travelers shall maintain a log of travel miles, destination and business purpose. Authorization to use privately owned vehicle for SJSU Research Foundation business should be on file prior to travel.

TRAVEL REQUEST PROCEDURES

Travel Authorization and Requisition of Funds Form – This form serves as a requisition for a travel advance and as the expense claim form used to reconcile the advance. This form is also used to request an additional reimbursement over the advance amount or to refund the Foundation unused funds.

Travel Authorization and Requisition of Funds Form - Complete the top portion of the form and submit it with authorized signatures. This is the travel authorization, and the request for advance based on the estimated expenses. Keep a copy for your records to submit with your receipts for reimbursement or to reconcile an advance.

No travel expenses shall be reimbursed unless rendered on a Travel Authorization and Requisition of Funds Form –

1. **Signature Approval** – In addition to the traveler's signature, the expense report should be approved by an account authorized signer. Furthermore, if the account signer is the traveler, the following shall apply:

- The traveler cannot approve self travel
- The approver should never be the travelers subordinate.
- Travel claim must be approved by a director supervisor or authorized designee.

Travel Advance - An employee may have only one cash advance outstanding at any given time. Cash advances will be issued to University and Foundation employees only. Students, consultants, or invited guests of the University are not eligible for cash advances. In general, advances will not be processed more than 30 days in advance.

Travel advance reconciliation and expense claim - Upon returning from a trip, complete and submit the copy of your *Travel Authorization and Requisition of Funds Form* with original receipts to reconcile advance, refund unused funds or claim additional reimbursement. Claimant signature and account authorized signature are required. **Advance reconciliation and expense claims should be filed within 15 days after the completion of travel.**

Substantiation of travel - You must provide records such as the conference itinerary to substantiate the time, place and business purpose of your travel. Refer to the Travel Policy or Travel Bulletin for a complete guide of what is required for substantiation of travel expenses.

Travelers are responsible for complying with Foundation travel policy. This policy applies to all travel expenses paid by the Foundation regardless of the source of funds. If you have any questions or if you would like a copy of the complete SJSU Foundation Travel Policy, contact Adele Ajimura at aajimura@foundation.sjsu.edu