

Travel Bulletin

Summary of Travel Policy
January 1, 2013

Reimbursements

The Foundation shall reimburse a traveler for supportable 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):
<http://www.gsa.gov/perdiem>
- Foreign Travel: <http://aoprals.state.gov>

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 consultants may be reimbursed only through Method 3, and 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.

The Fly America Act

All air travel using U.S. Federal Government funds (including pass-through funds from non-federal entities) are required to comply with this Act. Please follow the link below for detail. (The title of the web page is Airline Open Skies Agreements.)

<http://www.gsa.gov/portal/content/103191>

Standard Mileage Rate

Effective January 1, 2013, the maximum allowance for mileage is **56.5 cents a mile** for all business miles. Travelers shall maintain a log of travel miles, destination and business purpose. Authorization to use privately owned vehicles for SJSU Research Foundation business should be on file prior to travel.

Travel Request Procedures

1. 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.

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

2. 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.

3. Travel Advance

An employee may have only one cash advance outstanding at any given time. Cash advances will be issued to University and Research 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.

4. 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.***

5. 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.

6. Travelers are Responsible for Complying with Research Foundation Travel Policy.

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

Authorization to Use Privately Owned Vehicles on SJSU Research Foundation Business

This form must be renewed annually. SJSU Research Foundation: Retain Original

CERTIFICATION

In accordance with the San Jose State University Research Foundation Travel Policy, approval is requested to use a privately owned vehicle to conduct official Auxiliary Organization business.

I hereby certify that, whenever I drive a privately owned vehicle on SJSU Research Foundation business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts, and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount required by State Law (\$15,000 for personal injury to, or death of, one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage). Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicle.
2. Adequate for the work to be performed.
3. Equipped with safety belts in operating condition.
4. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that I will claim the SJSU Research Foundation approved mileage rate as full reimbursement for the cost of operating the vehicle (including fuel, maintenance, repairs and both liability and comprehensive insurance costs).

I further certify that while using a privately owned vehicle on official SJSU Research Foundation business, all accidents will be reported in 48 hours.

I understand that permission to drive a privately owned vehicle on SJSU Research Foundation business is a privilege that may be suspended or revoked at any time.

DRIVERS LICENSE NUMBER	STATE	EXPIRATION DATE
EMPLOYEE'S SIGNATURE	PRINT NAME	DATE SIGNED
APPROVING AUTHORIZED SIGNATURE	TITLE	DATE APPROVED