
From: Shannon Kelley [mailto:skelley@csusb.edu]
Sent: Thursday, April 07, 2011 8:55 AM
To: campus@csusb.edu
Subject: Travel Policy Pointers -- Meals & Incidentals/Continental United States

Hi all,

In the new travel policy, meal maximum amounts for breakfast, lunch, and dinner are no longer defined. *(Meal and incidental rates vary by duration of travel and destination – please refer to the travel policy for more information).*

For travel within the continental United States (aka the contiguous 48 states, the Lower 48, and CONUS) of at least 24 hours but less than 30 days duration, reimbursement will be made for actual meal expenses for travel up to **\$55.00** per day.

When completing a travel claim for travel within the Lower 48, the actual meal expenses must still be listed separately on the claim (e.g., the amount spent on breakfast must be entered in column for breakfast, the lunch amount in the lunch column, etc.) . Receipts must be provided for any expenses of \$25.00 or more.

Please remember that if the funding source is more restrictive than the travel procedures, not all expenses may be reimbursable. For example, alcohol, and any associated taxes and tip, will be deducted from a meal receipt if the funding source does not allow for the purchase.

Tips for meals may now be included as part of the meal reimbursement. In those instances where the cost of a meal and associated tip reach \$25 or more, please write the amount of the tip on the receipt and add it to the cost of the meal. Then enter the total cost of the meal (tip included) in the appropriate meal column on the travel expense claim. Tips should be reasonable, not exceeding 20% of the bill.

When the combined day's meals claimed exceed the \$55 per day cap, the difference will be deducted from the claim total by Accounts Payable prior to issuing any difference check due the traveler.

Incidentals for travel within the Lower 48 has been raised from \$5 to **\$7** per day (for each 24 hours completed). Incidentals are intended to cover such things as tips for porters, baggage carriers, bellhops, hotel housekeepers, etc. Travelers may only seek reimbursement for their actual incidental expenses up to the cap amount.

Please note, Approvers may request receipts or additional documentation if it appears that an employee is routinely claiming the same amounts for the same items. For example, travelers should be required to submit meal receipts if it appears they are treating the meal and incidental reimbursement cap as a per diem by routinely claiming the maximum amount of the cap.

The CSU Travel Procedures and Regulations G-001 may be found at <http://travel.csusb.edu/travelpolicy.htm>.

Specific questions regarding this email may be directed to me at x73199 or skelley@csusb.edu.

Thank you,

Shannon Kelley
Manager, Accounts Payable & Logistical Services