SJSU Research Foundation Travel Policy

Finance and Accounting

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1.0 Purpose

This document describes the requirements for San José State University Research Foundation ("Research Foundation") business travel and sets guidelines for the maintenance and administration of business travel expenses, record keeping, travel advances, and reimbursements.

2.0 Responsibility

General oversight of this policy is the responsibility of the Research Foundation Executive Director; however, the Executive Director has delegated day-to-day implementation to the Director of Finance and Accounting. Responsibilities include approval of travel and travel expenses, expense documentation, and fund disbursements.

Under the supervision of the Director of Finance, the Accounts Payable department is responsible for reviewing and verifying travel expenses, ensuring that receipts accurately reflect reasonable business expenses, and ensuring travel adheres to the guidelines set forth in this policy, regardless of the source of funding.

With oversight from the Director of the Office of Sponsored Programs, sponsored programs analysts are responsible for verifying proper approval of travel, ensuring that travel adheres to the travel policy and/or sponsoring agency guidelines, verifying budget availability, and ensuring that proper documentation is submitted. All individuals who engage in official Research Foundation business travel must adhere to this policy.

3.0 Scope

This policy applies to all Research Foundation employees, project participants, SJSU faculty, students, and staff who travel on behalf of the Research Foundation.

4.0 Definitions

This table provides definitions for special terms, acronyms, and abbreviations used in this policy.

Term, Acronym, or Abbreviation	Description
Blanket Travel	Any travel that requires short-term trips as part of the employee's job duties and does not include public transportation (air, rail, bus, taxi, boat).
Business Travel	Any travel conducted on behalf of the Research Foundation business to fulfill a contract or obligation, or for engaging in business-related activities such as meetings, conferences, or seminars.
Fly America Act	Refers to a public law that requires federal travelers to use United States air carrier services for all air travel and cargo transportation services funded by the United States Government.
Incidentals	Fees and tips given to porters, baggage carriers, bellhops, hotel maids, cabin crew, or flight attendants.
Meals	Refers to the cost of food for breakfast, lunch, dinner, and related tips and taxes.
Off-Duty	Refers to a period of time when a faculty or staff member is not at work or is not engaged in the performance of their regularly scheduled work assignment (e.g., a professor who is not teaching during the summer).
Per Diem	Daily expenses for meals, lodging, and incidentals. Per diem within the United States is set by the General Services Administration (GSA). Per diem rates for Alaska, Hawaii, and U.S. possessions and territories (i.e., non-foreign overseas) are set by the Department of Defense. Per Diem for foreign travel is set by the U.S. Department of State.
Project Participant	An individual whose travel is being paid for by a Research Foundation contract, grant, or program and is not a Research Foundation employee, consultant, SJSU faculty, staff, or student.
Fellowship/Scholarship Award (FSA)	FSA travel may be taxable income to the student. For non-U.S. persons, this may also require withholding.
Subsistence Expenses	Expenses such as (a) lodging, including taxes and service charges; (b) meals, including taxes and tips; and (c) incidental expenses.

5.0 Policy

Travel on behalf of the Research Foundation must be conducted in a manner that is necessary, ordinary, reasonable, and not extravagant. The Research Foundation shall reimburse individuals for travel expenses incurred for properly authorized, official Research Foundation business in accordance with the established Research Foundation procedures.

5.1 Approval for Travel

Pre-authorization is required for domestic and international travel and for any travel advance request from the Research Foundation. Blanket travel does not require pre-authorization.

Travelers must submit the required travel approvals to the Research Foundation before embarking on the trip and making non-cancellable travel arrangements.

Please note the following:

- The traveler cannot approve their own travel.
- The approver should never be the traveler’s subordinate.
- A direct supervisor or an authorized designee must approve the travel request.

5.1.1 Student-Specific Requirements

It is necessary to distinguish between student travel that is considered a reimbursement and that which is considered a Fellowship/Scholarship/Award.

Reimbursements are not reportable to the IRS as income to the student if the travel fulfills one of the criteria mentioned in paragraph A. Travel that does not meet one of the criteria below will be taxable scholarship income to the recipient. The payment will be reported on a 1099-MISC. Payments to non-resident aliens for tax purposes are subject to federal withholding (14% for F-1 visa holders), and the payment will be reported as income on Form 1042-S.

5.1.1.1 Examples of travel that could be considered ‘business expenses’:

- If the travel directly supports a faculty member’s project or research program.
- The results of the research will be used by the university.
- If the travel is related to presenting or leading a session at a conference on behalf of the university.
- If the travel is required to officially represent SJSU or SJSURF.

5.1.1.2 What Qualifies as a Fellowship/Scholarship/Award (FSA):

- Reimbursement is made for activities in which the university is relatively disinterested or the research is student-led.
- The project/research's primary purpose and original intent are to further the student's education or training.
- The university obtains little or no benefit.
- Activities are performed to contribute to the development of the skills needed in the student's studies.

If the expense does not fall into one of the categories listed above as business expenses (refer to section A examples), it is likely an FSA payment because the individual is the primary beneficiary of the payment. In these cases, the primary purpose of the payment is to provide educational assistance to help the student pursue independent study or research.

5.2 Domestic Travel

5.2.1 Research Foundation Employees and Project Participants

When planning travel to destinations within the continental U.S., U.S. possessions, or territories, employees and project participants of the Research Foundation must complete a Spend Authorization in Workday. The system will automatically route to the approvers based on the grant or program number.

Note: This requirement also applies to off-duty SJSU faculty and staff.

5.2.2 SJSU Faculty, Students, and Staff

At this time, Concur can't be used to approve Research Foundation travel. The Request for Approval of Travel form should be used to obtain approval from the traveler's direct supervisor and account signer. The approved form should be attached to a Spend Authorization created in Workday and submitted for Research Foundation approval. Individuals without Workday access must obtain all approvals on the Request for Approval of Travel form, including the Research Foundation account signer and the Account Analyst. Completed forms should be sent to foundation-travel-desk@sjsu.edu.

5.3 International Travel

5.3.1 Research Foundation Employees and Project Participants

When planning travel to international destinations that are not considered high-hazard countries, employees and project participants of the Research Foundation should submit a spend authorization in Workday. Project participants without Workday access will use the Request for Authorization of Travel form. The form must be signed by the traveler, the supervisor, and the authorized account signer and submitted to the

Research Foundation at least 45 days in advance of the departure date in order for Research Foundation Risk Management to arrange travel insurance.

Note: This requirement also applies to off-duty SJSU faculty and staff.

5.3.2 SJSU Faculty, Students, and Staff

International travel requires the same approvals as domestic travel, as well as from the SJSU CFO. To ensure all required approvals are obtained in time, it is recommended that requests be submitted at least 45 days before the intended departure date. SJSU faculty and staff must submit their requests for travel approval on the Request for Approval of Travel form. The form should be attached to a Spend Authorization in Workday. Workday will route the authorization to the Research Foundation approvers. Individuals who can't log in to Workday should use the form to obtain all required approvals. The approved should be submitted to the foundation-travel-desk@sjsu.edu.

5.3.3 International Travel to High-Hazard Countries — Research Foundation Employees, Project Participants, SJSU Faculty, Students, and Staff

In addition to all other required approvals, travel to high-hazard countries requires approval from the Office of the Chancellor. To determine whether a destination has been designated a high-hazard area, travelers should refer to the U.S. Department of State's current travel warnings on the U.S. Passport and International Travel website and the High-Hazardous Country List on the CSU Systemwide Risk Management and Public Safety website.

Travelers must first complete the Chancellor's Office High-Hazard Foreign Travel Approval Request and then attach it to their Travel Authorization when completing their Request for Authorization of Travel and Spend Authorization (Workday). Research Foundation employees must attach the Chancellor's Office High-Hazard Foreign Travel Approval Request to the paper Request for Approval of Travel form and submit it in Workday. To ensure all required approvals are obtained in time, it is recommended that requests be submitted at least 60 days before the intended departure date for travel to high-hazard countries.

5.3.4 Late International Travel Requests

If the international travel request is submitted with less than 45 days' notice, additional justification for the delay must be included. Justification of the late travel request does not guarantee approval. If the travel destination is a high-hazard country, please contact the Research Foundation Risk Management Department at 408-924-1400 to determine if an exception is possible.

5.4 Foreign Travel

Research Foundation employees, as well as SJSU faculty, students, and staff traveling internationally on Research Foundation business, are required to use the California State University Risk Management Authority (CSURMA) Foreign Travel Insurance Program (FTIP). Refer to CSU Memorandum Code: RM 2014-01 for complete details. Please note that there is an additional cost for mandatory foreign travel insurance. The traveler's department or project is responsible for covering the additional cost.

5.4.1 Workday Users

Select "International Travel" as the business purpose in Workday. The request will automatically route to the Research Foundation Risk Manager to arrange travel insurance.

5.4.2 Non-Workday Users

Copy the Risk Manager on the email to the Travel Desk when sending the travel request form. Once insurance is secured, a confirmation will be sent to the traveler. For questions regarding foreign travel insurance, contact the Research Foundation Risk Management Department at 408-924-1400.

Note: Project participants may not be eligible for the CSURMA Foreign Travel Insurance Program; however, they may be eligible for insurance through the State Department. Travelers should contact the Risk Management Department to determine their eligibility.

5.5 Travel Advances

A travel advance is requested from the Research Foundation on the Spend Authorization in Workday. Individuals who are unable to log into Workday may request an advance on the Request for Approval of Travel form. SJSU students and project participants are not eligible for travel advances.

A travel advance can be denied to anyone with an outstanding delinquent travel advance balance.

Travel advances may be requested only for expenses incurred on behalf of the Research Foundation and must be signed by the traveler, supervisor, and authorized account signer. Advances can be used for necessary pre-payments or to cover estimated travel costs. The amount requested should not exceed the estimated cash needs. A good guideline for advance requests is the per diem rate times the number of travel days.

Travelers are personally responsible for the Research Foundation funds advanced to them. If an authorized trip is canceled or postponed for more than two weeks, the advance should be returned to the Research Foundation immediately.

5.6 Travel Expenses Guidelines

Travel expenses paid by the Research Foundation must adhere to its guidelines, regardless of the funding source.

Variations may exist in contracts or grants regarding the rules for reimbursement of travel expenses, such as transportation and per diem. In these instances, the travel rules of the agency issuing that contract or grant, as well as the award itself, should be carefully reviewed. The terms of the applicable program contract or grant will take precedence if at variance with Research Foundation policy.

At the discretion of the program or the department, stricter guidelines may be imposed for budgetary or control reasons by lowering reimbursements in this policy, but they may not exceed Research Foundation guidelines.

The Research Foundation will reimburse travelers for allowable expenses using one of the three methods listed below. Please note that only one reimbursement method may be used for the entire trip.

5.6.1 Per Diem Only

Receipts are not required when this method is selected. Travelers will be reimbursed based on the established daily allowance for expenses. Visit the websites below for the current rates.

Type of Travel	Agency Setting Per Diem Rates
Within Continental United States Travel (CONUS)	U.S. General Services Administration
Outside the Continental United States (OCONUS) i.e., Alaska, Hawaii, U.S. Possessions and Territories	Department of Defense
Foreign Travel	U.S. Department of State

5.6.2 Actual Lodging Expenses and Per Diem for Meals and Incidentals

When this method is selected, travelers must submit original, itemized receipts for actual lodging expenses with the request for reimbursement. A credit charge receipt is not acceptable for hotel charges.

5.6.3 Actual Expenses Only

This method requires travelers to include original, itemized receipts for all expenses with their reimbursement request.

5.7 Meals and Incidentals

To receive an allowance for all three meals and incidentals, a traveler must be on travel status for a full 24-hour period. The 24-hour period is calculated from the time of departure on day one to the same time on day two and on each succeeding day.

Note: The time of departure is based on the time you leave your residence or work site.

For travel that is a fractional part of a period of travel of more than 24 hours, the maximum authorized allowance for meals is as follows:

- If the travel extends past 9 a.m., a breakfast may be claimed.
- If the travel extends past 2 p.m., a lunch may be claimed.
- If the travel extends past 6 p.m., a dinner may be claimed.

Employees on travel status for less than 24 hours, and more than 24 miles from headquarters, may claim subsistence expenses incurred before or after their regularly scheduled workday. Employees may claim breakfast and/or dinner expenses if they depart one hour before the start of their regularly scheduled workday and/or return one hour after the end of their regularly scheduled workday. Lunches on one-day trips are not reimbursable.

Conference and workshop attendees are not eligible to receive a meals and incidentals allowance for any meals included in the registration fee for conferences, workshops, and meetings. The daily meals and incidentals allowance must be reduced by the applicable meal allowance for the meal(s) provided. Expenses that are not directly related to and required for official Research Foundation travel (such as personal calls, entertainment, and magazines) are not reimbursable.

5.8 Transportation

To be fully reimbursed by the Research Foundation for transportation expenses, the traveler must use the most economical mode of transportation available, consistent with the authorized purpose of the trip. This includes charging no more than the rate for the most direct or frequently traveled route. Airfare can only be reimbursed at coach rates or less. When mileage reimbursement between two points of travel is claimed, and airfare would be most economical (e.g., San José to Los Angeles), the traveler will be reimbursed only for the airfare. The list below describes rules that apply to allowable transportation expenses:

5.8.1 Airfare

Airfare can be reimbursed only at coach or other discounted rates (whichever is most economical). The traveler's expense claim portion of the Travel Expense Claim Form must be accompanied by the flight itinerary when airfare is being claimed. If a credit card was used for payment, the receipt must also be submitted. If no flight itinerary was issued, as may be the case with chartered or private aircraft, a formal receipt must be submitted.

Note: Programs using U.S. Federal Government funds (including pass-through funds from non-federal entities) require travelers to use U.S flag carriers in order to comply with the public law commonly referred to as the Fly America Act.

5.8.2 Commercial Automobile Rental

Reimbursement will be made for car rental when an explanation substantiating its necessity for business travel is included with the claim. The Research Foundation provides physical damage coverage only for those covered vehicles that are hired, rented, leased, or borrowed for a period of no more than ’30’ consecutive days. There is a $1,000 deductible for physical damage coverage. Please note that this policy only covers Research Foundation and SJSU employees. It is recommended that the insurance coverage offered by the automobile rental company be taken. Rental car collision insurance is a reimbursable expense.

5.8.3 Use of Private Vehicles

Reimbursement for the use of a private automobile will be allowed only to the vehicle owner, provided the travel was necessary for business purposes. Toll fees and reasonable parking fees are also reimbursable. Mileage may be claimed at the current IRS standard mileage rate.

Employees and volunteers must possess a valid California driver's license or equivalent to legally operate the class of vehicle(s) they operate in their employment. Employees or volunteers driving on Auxiliary Organization Business will have no more than 3 (three) Violation Points in a 12 (twelve) month period or no more than 5 (five) Violation Points in an 18 (eighteen) month period. The employee or volunteer shall certify that they maintain personal automobile liability insurance meeting state-required minimums and that the personal vehicle used is in a safe mechanical condition.

5.9 Additional Reporting Requirements

In addition to the preceding information, the following written explanations must be submitted with the Workday Expense Report or Travel and Reimbursement Request Form if applicable:

5.9.1 Non-standard Expenses

To support a claim for reimbursement (i.e., local car rental expense, meals for guests), expenses that are not expressly allowed must be fully explained in writing.

5.9.2 Additional Business Expenses:

If reported expenses include meals, lodging, or transportation provided for other authorized travelers in the same group, an explanation must be submitted and reference the other traveler’s travel expense claim when applicable.

5.9.3 Student Business Travel Certification

The certification section of the Request for Approval of Travel form or a completed Student Business Travel Certification Form must be submitted with a travel expense report when requesting reimbursement to a student for business travel in order for the payment to be made on a tax-free basis under Accountable Plan rules. The signed form should be attached to the student's travel and expense report.

5.10 Travel Expense Documentation Requirements

Original, itemized receipts or invoices for expenses must be submitted in Workday or, for those without Workday access, with a properly completed Travel and Reimbursement Request. Receipts should include dates and should be attached in chronological order. Lodging and car rental expenses should be substantiated by an appropriately itemized receipt. Please be aware that copies of credit card payments are not considered itemized receipts. Acceptable forms of documentation are described below.

5.10.1 Transportation

Passenger copies of air, rail, boat, helicopter, and non-local bus tickets are required with the travel expense report.

5.10.2 Car Rentals

Agreements or invoices must be submitted with a travel expense report.

5.10.3 Meals/Lodging

Original, itemized receipts must be submitted unless a per diem allowance is being claimed for the duration of the trip.

5.10.4 Other Expenses

Reimbursements for expenses of $25.00 or more must be substantiated and must include original receipts.

Where expenses are being shared with external organizations, a copy of the original, itemized receipts will suffice if submitted with a copy of the expense report used to reconcile travel with the other party. Alternatively, a common expense report showing all expenses being charged to both the Research Foundation and the other organization is also acceptable.

5.11 Expense Reconciliation

All travel expenses incurred by a Research Foundation employee or project participant or by SJSU faculty, students, or staff engaged in Research Foundation travel must be properly itemized on the Workday Expense Report or Travel and Reimbursement Request Form and accompanied by appropriate receipts. Manual Forms must be signed by the traveler, the supervisor, and the authorized account signer approving the expenditures against the proper Research Foundation account. Workday forms will be routed for approvals in the system.

A properly completed and approved Travel Expense Claim Form must be submitted to the Research Foundation Accounts Payable Department within 15 working days of the completion of each trip. The Workday Expense report or Travel and Reimbursement Request Form must contain the following information:

5.11.1 Purpose

The purpose section should show the direct relationship of the travel to an official Research Foundation function, and if applicable, it will include the performance of a contract or grant for which the Research Foundation has responsibility.

5.11.2 Dates

All days from the date of departure to the date of return must be included on the claim form. Days for personal use must also be referenced as such.

5.11.3 Expenses

Costs of transportation, meals, lodging, and miscellaneous expenses must be listed by date and location. Expenses that are prepaid or invoiced should be shown. Unpaid invoices must be listed in the Notes section so they are not overlooked.

5.11.4 Balance Due

Any advance funds not used for travel expenses must be returned with the expense report. Any balance due to the traveler will be paid as soon as the expense report is processed, usually seven to ten working days if a properly completed claim is submitted.

5.11.5 Signatures

Approvals will be obtained through the Workday system.

Please be aware that travel reimbursements are normally issued to an individual requestor, except in rare instances where the composition of the travel party requires a custodian to administer travel funds for several individuals. When submitting a travel reimbursement claim involving multiple travelers, a Travel and Reimbursement Request Form is required for each traveler, in addition to the normal documentation requirements. The form must include the name of each traveler, the amount of travel funds expensed for that traveler, and the traveler's signature acknowledging the funds expensed on her or his behalf.

Note: If the *Travel Expense Claim Form* is not completed properly, it will be returned to the originator, delaying reimbursement and reconciliation.

6.0 Related Policy Information

6.1 Intermingling of Research Foundation with Personal Travel

Travel expenses not directly related to or required for official Research Foundation travel (non-business or personal) are not paid by the Research Foundation.

The following rules apply to all non-business or personal travel of an individual, which coincides with Research Foundation travel:

- If an indirect route is traveled or travel by a direct route is interrupted due to personal travel preferences, reimbursement for airfare will be made at the actual charge that would have been incurred by traveling the direct route.
- The personal portion of all travel costs must be subtracted before expenses are submitted for reimbursement.

In general, the expenses of an employee's spouse and family accompanying the employee on a business trip are not reimbursable. The IRS has ruled that attending meetings or conferences in which the spouse has no significant role or performs only incidental duties of a clerical, secretarial, or medical nature does not constitute a business purpose.

7.0 Required Forms

This table lists the forms and special tools referenced in this document.

Form	Description of Use
Research Foundation: *Request for Approval of Travel and Workday Spend Authorization*	• Used by Research Foundation employees and project participants to document business travel, request travel approval, and travel advances. • Used by SJSU faculty and staff to document business travel, request travel approval, and travel advances. • Used by SJSU faculty and staff to request travel advances.
Research Foundation: *Travel and Reimbursement Request*	Used by Research Foundation project participants, SJSU faculty, students, and staff to request expense reimbursements for business travel expenditures.
Research Foundation: *Student Business Travel Certification*	Used by Students. This form must be attached to the Travel Expense Claim Form for payment to be tax-free under Accountable Plan rules.
Chancellor's Office: *High-Hazard Foreign Travel Approval Form*	Used by Research Foundation employees, project participants, SJSU faculty, students, and staff to request approval to travel to high-hazard countries.

8.0 References and Related Information

U.S. General Services Administration

Department of Defense

U.S. Department of State

U.S. Passport and International Travel

CSU Systemwide Risk Management and Public Safety

Memorandum: Code: RM 2014-01 – Foreign Travel Insurance

SJSU Research Foundation Travel Bulletin

9.0 Record Retention

All documents and records are maintained in accordance with SJSU Research Foundation Record Retention requirements.

Record	**Retention**
Travel Policy	This document is effective until further revised or updated. Outdated or revised documents will be maintained in accordance with Research Foundation *Record Retention* requirements. The Research Foundation will maintain the signed original and electronic copies of the approved policy and all updates and replacements.
Request for Approval of Travel	Three years.
Travel and Reimbursement Form	Three years.