ASSOCIATED STUDENTS
SAN FRANCISCO STATE UNIVERSITY

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POLICY STATEMENT # 104
REVISED 05/06/2026

TRAVEL POLICY

BACKGROUND AND PURPOSE

Associated Students of San Francisco State University (AS) follows the travel guidelines established by the California State University (CSU) system. CSU policy allows payment or reimbursement of business-related travel expenses that are **reasonable and necessary, and directly related** to conducting official university or auxiliary business.

This AS Travel Policy ensures that all travel arrangements and expense reimbursements:

- Align with **CSU policies and procedures**,
- Reflect **prudent accounting practices**,
- Comply with applicable **state and federal laws**

Travelers under this policy include **AS staff, student employees, Board of Directors, and authorized non-employees** traveling on official AS business. Travelers are held accountable for their conduct under CSU, SFSU, and AS policies and procedures, as well as applicable state and federal laws.

Exceptions to this policy must be **documented and approved** by the AS Executive Director (or designee).

POLICY STATEMENT

All travel by Associated Students of San Francisco State University (AS) staff, student employees, Board of Directors, and authorized non-employees must be consistent with the mission and purpose of AS and the California State University (CSU).

AS travel funds shall be used **only for official business purposes**, and all expenditures must be:

- **Cost-effective** and in the best use of AS
- **Planned and approved in advance** by the appropriate authority,
- **Consistent with the traveler's departmental budget allocation**, and
- **Compliant** with CSU, SFSU, and AS financial and travel policies.

Travelers are expected to exercise **good judgment** in incurring travel costs and avoid unnecessary or excessive expenses. Reimbursements will be made only for actual, reasonable, and necessary business-related travel costs incurred while conducting official AS business.

APPLICABILITY TO THE POLICY

☑ Budget Area Administrators	☑ Elected/Appointed Officers	☑ Grant Recipients
☑ Management / Personnel	☑ Program Advisors	☑ Volunteers
☑ Supervisors	☑ BOD appointed Individuals	☑ Staff

TRAVEL ARRANGEMENTS

Travel Authority & Approvals

All AS travel must be documented in advance to ensure funds are used appropriately and in compliance with AS Policies

Approval Requirements

- Travel arrangements may be reserved once the traveler has confirmation from their **direct supervisor** to proceed. However, the Travel Advance & Approval Request (TAAR) or One-Day Travel Approval (ODTA) form serves as the *only official approval of travel*. The form must be completed after bookings are made, with all prepayment receipts (airfare, lodging, registration, etc.) attached.

- Once the form is fully executed with required signatures, the travel is considered officially approved and eligible for reimbursement.
- For one-day travel (less than 24 hours or no overnight stay), the ODTA form replaces the TAAR.

Approving Authorities

Approval is granted solely through the completed and signed TAAR or ODTA form. The form must include signatures from the following:

- The traveler
- The traveler's direct supervisor
- The Finance approver
- The Executive Director (ED) or designee

No travel is considered officially approved or eligible for reimbursement until all required signatures are obtained.

Booking Authority and Use of Systems

Booking authority is distinct from travel approval authority. Once confirmation from the traveler's direct supervisor has been received, reservations shall be made only through the AS approved booking system.

Authorized Booking Systems

- **Approved Travel System:** All travel must be booked through the AS approved travel system. The specific system used may change at the discretion of the Associate Executive Director with the approval of the Executive Director.
- **Corporate Accounts** (e.g., Enterprise for rental cars, Corporate Uber for rideshare) must be used where applicable.
- The Business Office may support travelers when bookings cannot be completed in the approved system, such as for conference room blocks or special registrations.

Responsibility for Bookings

- **Associate/Assistant Executive Directors (AEDs) and others, as defined by AS protocols,** who hold corporate credit cards and have access to the approved booking system, are responsible for booking travel for themselves and their direct employees.
- **Business Office supervisor and staff** may facilitate bookings in cases where system limitations or special arrangements require central handling.
- **Unauthorized use** of personal accounts or unapproved vendors for travel purchases is not permitted and will not be reimbursed.

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ALLOWABLE EXPENSES

Conference and Registration

Conference, convention, and seminar registration fees that are necessary for official AS business are allowable expenses. All registration and conference participation must be handled cost-effectively and comply with CSU and AS guidelines.

- Early-bird or discounted rates shall be used whenever available.
- Optional events or add-ons (e.g., recreational activities, tours, banquets) are considered personal expenses and will not be reimbursed unless specifically pre-approved as part of AS business.
- Registration fees must be paid using an AS corporate credit card or direct billing.
- Documentation is required when available: an itemized registration receipt and a conference agenda or schedule of events must be attached to the TAAR or ODTA to confirm the business purpose.

Transportation

Transportation expenses must be **reasonable and necessary** to conduct official AS business. All travel arrangements should be made in a cost-effective manner that balances fiscal responsibility with the traveler's ability to carry out their duties.

Commercial Airlines

Air travel arrangements shall be made as early as possible to secure the lowest reasonable fare.

a) Economy Class

- Economy class or other discounted fares must be used whenever ticketing restrictions are reasonable.
- This requirement applies to all in-state, out-of-state, and international travel.

b) Business or First Class

Business or first-class travel is not permitted. Any request for upgraded service must be submitted through the AS Travel Exception process and approved in advance by the Executive Director (or designee). Travelers who choose to upgrade without an approved exception are personally responsible for all incremental costs.

c) Baggage Fees

AS will reimburse the cost of one checked bag if it is considered reasonable and necessary for the business purpose and length of the trip. Additional baggage fees require justification and prior approval.

d) Memberships and Ancillary Services

AS funds may not be used to pay for travel memberships, loyalty programs, or ancillary services such as TSA PreCheck, CLEAR, airline lounge access, or frequent flyer program fees. These are considered personal benefits and will not be reimbursed.

Cars (Rental and Private Vehicles)

Use of vehicles for AS business must follow CSU and AS requirements for safety, liability, and cost-effectiveness. Only individuals authorized under AS travel policy may operate a vehicle for AS business. Expenses related to traffic citations, parking violations, or personal side trips are not reimbursable.

a) Rental Cars

- **Enterprise** is the only authorized rental car agency for AS business travel, and must be used where available. If Enterprise is not offered in the AS-approved booking system, travelers may use another car rental company available through the system.

- An **Authorization to Use Rented Vehicle** form must be completed annually prior to renting a vehicle for AS business purposes.
- Only the class of vehicle necessary for the business purpose may be rented (compact or standard preferred). Luxury or specialty vehicles are not permitted unless justified by business need and require advanced approval
- Fuel costs will be reimbursed with itemized receipts.

b) Privately Owned Vehicles

- An **Authorization to Use Privately Owned Vehicle** form must be completed annually before traveling for AS business purposes.
- The traveler must maintain a valid California driver's license and liability insurance
- Mileage reimbursement follows the IRS standard business rate in effect at the time of travel. This rate covers gas, insurance, and maintenance; gas receipts are not reimbursed separately.

Rideshare, Shuttle, and Public Transit

Ground transportation should be selected based on cost-effectiveness, efficiency, and business necessity.

- **Rideshare Services (e.g., Uber, Lyft):** Corporate Uber must be used when available. Itemized receipts are required for reimbursement. Tips must be reasonable.
- **Taxi Services:** Allowed only when rideshare or public transit is not practical. Itemized receipts are required.
- **Shuttle Services:** Airport and hotel shuttles are encouraged when available and cost-effective.
- **Public Transit (bus, subway, train, ferry):** May be used when practical and economical. Receipts or fare documentation are required when available.
  Restrictions: Premium services (e.g., Uber Black, limo services) are not reimbursable unless justified by business necessity or have been pre-approved.

Parking and Tolls

Parking and toll expenses directly related to official AS business travel are reimbursable.

- Receipts must be provided for all parking and toll expenses.
- Long-term parking should be used instead of daily parking when it is more economical.

Lodging

Lodging expenses are reimbursable when travel is conducted more than 25 miles from the traveler's work location or residence, whichever is closer to the business destination.

- Lodging reservations should be made as early as possible to secure the most cost-effective rate.
- The maximum reimbursable lodging rate follows the **current CSU lodging cap**, excluding taxes and mandatory fees.
- Conference hotels may be used when on-site participation is required or when they are the most practical option.
- Itemized hotel receipts must be attached to the TAAR.
- Additional personal charges (e.g., movies, spa, minibar, or other non-business amenities) are not reimbursable.

Meals and Per Diem (BLDI)

Meal and incidental expenses are reimbursable when travel is conducted more than 25 miles from the traveler's work location or residence, whichever is closer to the business destination, and includes an overnight stay.

- **Rates:** Reimbursement follows the **U.S. General Services Administration (GSA) per diem rates** in effect for the travel location and dates. These rates are updated periodically and adopted by CSU.
- **First and Last Day of Travel:** Per GSA guidelines, reimbursement is limited to **75% of the daily per diem** on the first and last day of travel.
- **Documentation:** Travelers must indicate the days and meals (Breakfast, Lunch, Dinner, Incidentals – "BLDI") on the TAAR or Travel Claim (TC). The Business Office will assign the correct per diem values.
- **Advances:** Travelers may request a per diem advance on the TAAR. Advances will be issued based on the approved GSA rate and must be reconciled on the Travel Claim within 30 days of return. Unused advance funds must be repaid to AS immediately.
- **Hospitality Expenses:** Meals incurred for business meetings or events are governed by the **AS Hospitality Policy** and must be processed through the hospitality form, not through per diem.
- **Non-Allowable Costs:** Alcohol, excessive gratuities, or personal entertainment charges are not reimbursable.

5. Personal Travel Combined with AS Travel

- Travelers wishing to extend or modify business travel for personal reasons must request approval at the time the AS business travel is authorized.

- If personal travel does not change the projected return cost, AS will cover return travel.

- Any increase in cost due to personal travel is the **traveler's responsibility** and must be repaid through the Travel Claim.

- Travelers must sign a waiver stating AS is not liable for expenses or damages incurred during the personal portion of travel.

- AS does not provide travel accommodations for **spouses, family members, or guests**.

FORMS

The following forms must be used to authorize, document, and reconcile AS travel:

- **Travel Approval & Advance Request (TAAR):** Must be completed before the travel date for all overnight or multi-day travel. Used to document travel details, request pre-pays, and request per diem advances.

- **One-Day Travel Approval (ODTA):** Required for single-day travel without an overnight stay.
- **Travel Expense Claim (TC):** Must be submitted within 30 days of return to reconcile all travel expenses, including advances and reimbursements.

Attachments (annual or situational use):

- **Release of Liability, Promise Not to Sue, Assumption of Risk, and Agreement to Pay:** Required for students and non-employees traveling on AS business.

- **Authorization to Use Privately Owned Vehicles:** Required annually for any traveler who drives their personal vehicle on AS business.

- **Authorization to Use Rented Vehicles:** Required annually for any traveler who rents a vehicle on AS business.

TRAVEL POLICY APPROVAL AND REVISION HISTORY

Travel Policy and Procedure Was Revised and Approved by The Board of Directors On:

Revised and Approved on:	02/26/1988
Revised and Approved on:	11/12/1990
Revised and Approved on:	11/18/1999
Revised and Approved on:	02/01/2007
Revised and Approved on:	04/19/2017
Revised and Approved on:	05/06/2026