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Travel Guidelines and Reimbursement Rates

The following information is provided for your quick reference. Please call the travel

coordinator at 756-1717 if you have any questions. For additional information please see the [CSU policy and procedures governing travel and relocation expense reimbursement](#).

Before your Trip

A Travel Request ([Form 1A](#)) is required prior to departure. If a private vehicle is to be used, please sign the "Certification of Minimum Liability Insurance" section on the form. If an advance is requested, please allow one week for processing. Advances are issued in amounts over \$50.00, and are issued to the individual traveler. Travel advances requested more than 30 days prior to departure must be accompanied by appropriate justification (see travel 1A form for details). Advance checks are disbursed from the University Cashier's Office 756-2256.

After your Trip

A Travel Expense Claim ([form 262](#)) is required and must be filed with the Accounts Payable Office within 10 days of your return.

Travel Reimbursement Rates for Travel that Includes an Overnight Stay

	Rates of Reimbursement
United States Travel Daily M&IE Lodging	Actual meals expenses up to \$55/day + \$7/day incidentals allowance <i>Receipts required for any individual expenses of \$25 or more</i> Traveler will be reimbursed for actual lodging expenses, <i>receipts required</i>
International Daily Meals and Incidental Expenses Lodging	Published Federal Government Per Diem for specific location. <i>No receipts required</i> Traveler will be reimbursed for actual lodging expenses up to the Published Federal Government Per Diem for specific location
Non-Commercial Facility Daily Lodging Expenses	Actual expenses up to 100% of Published Federal Government Per Diem for specific location <i>Receipts required for expenses of \$25 or more</i>

Federal Per Diem rates for all locations:
http://aoprals.state.gov/web920/per_diem.asp

Domestic Travel Documentation Requirements

All per diem amounts must be itemized. Receipts must be provided for amounts over \$25.00. If a receipt is not provided, a [Lost Receipt Form](#) must be submitted to obtain reimbursement. Amounts *not supported by a receipt or a Lost Receipt Form* will be reported to the I.R.S. as income.

Rental Car Information

The currently approved mileage rate is .50 per mile effective 1/1/10. Your vehicle license number must be included on the claim.

- [Rental Cars](#)
- [Mileage](#)

Special Rules Regarding International Travel

Reimbursement rates are the same as above. Upon your return you must convert each receipt submitted into US Dollars. Please use this link [The Currency Site](#) to connect to a currency conversion website that should be used to determine conversion rates. Please attach a copy of the currency conversion website output to your travel claim along with your receipts.

Cal Poly faculty who will be participating in an overseas program with students, traveling with students to an overseas conference, or sending students on an overseas study or internship program must contact Raymond Zeuschner (rzeuschn@calpoly.edu) in International Education and Programs to make sure that all required procedures and forms have been completed before departure.

All employees traveling on University business out of the country must obtain foreign travel insurance at least 30 days prior to their trip. [Foreign Travel Insurance Application](#)

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