

Updated July 8, 2014

Basic Principles on Travel Policy

This is intended as a reminder for The Tseng College traveler and those who approve travel as well. All travel for The Tseng College business must be done within CSUN and CSU travel policies. See CSUN Travel.

Here are some additional guidelines to consider:

1. For international travel (including Canada and Mexico) additional approvals and reviews are required. This must be done before you book rooms, pay program fees, book travel, or spend any funds on travel related items. During tighter budget times within the University, both dean and provost level approvals may be required. This will take time. Work with the travel specialist in the dean's office at the earliest possible time to plan international travel to ensure all is ready and all approvals are in place in time to make final travel arrangements.
2. The Tseng College pays a maximum of established CSUN per diem for meals while traveling. You can claim less per meal if you spend less but you cannot claim more if you choose to spend more for a meal than established CSUN per diem per meal.
3. If you attend a conference or meeting and the registration fee includes meals, no per diem meal expenses or reimbursements will be paid for those meals included in the conference fee (even if you choose not to eat the meals included in the conference fee).
4. The Tseng College is paying for expenses related only to your work and not for expenses related to personal choices or recreation. For example, if you choose to take a cab from the hotel at which you are staying to a restaurant to have dinner, the cab fare is not reimbursable since it is a personal and recreational choice and not a necessary business obligation associated with the travel for The Tseng College. The same is true if you decide to visit local sites while traveling on business for The Tseng College. Fees for those sites, travel to them, and the like, are not reimbursable business expenses.
5. The Tseng College reimburses only for the length of stay directly related to business travel. If you choose to go earlier than necessary or stay later to have some recreational time in the city to which you are traveling on The Tseng College business, the hotel and per diem expenses for those extra days are personal expenses and are not reimbursable.
6. The University only reimburses \$5 per day for tipping. It is understood that in many cases you will have spent far more on tips, but that is the limit for University and The Tseng College reimbursement.

7. The University and The Tseng College reimburse only for accommodations at the hotel at which a conference is taking place, or moderately priced hotels near a meeting site. High-end hotels or any luxury accommodations are not reimbursable. If you have questions about this, talk to the travel specialist in the dean's office about your accommodations choice before you go. If the travel specialist in the dean's office has reservations about the accommodations in questions, the travel specialist will seek formal approval from the dean before your trip.
8. The Tseng College does not cover the cost of rental cars unless having one is deemed necessary. This type of expense should be approved by the dean in advance or it will not be reimbursed.
9. The University and The Tseng College pay for only economy airfare. The Tseng College Will not reimburse for business or first class.
10. Mileage reimbursement is established by the CSU. The Tseng College can only reimburse for mileage at the level approved at the time of the travel.
11. CSU travel policy allows one short phone call home per day while traveling (check the CSUN policy online for specifics). Other long-distance or local phone charges not related to The Tseng College business for which you are traveling are not reimbursable (same for other room services, such as pay-per-view movies or the like).
12. Any side trips or travel to other locations not directly related to The Tseng College business on the way to and/or from a Tseng College business destination must be paid for separately and is not reimbursable by The Tseng College. Clear and separate records of any such side trip must be kept until the travel is cleared by the University's travel reimbursement office.
13. The Tseng College can reimburse only for expenses directly related to The Tseng College staff member traveling on business related to the Tseng College. If you have a companion with you, their expenses must be kept separate. Any added charges for a larger room, a double room or a second guest, a second passenger in the shuttle or the like, must be kept separated and not listed on your expense claim.

NOTE: If you do take a companion with you on a trip paid for by The Tseng College, it is important that it does not take away from your time and attention to the purpose for which The Tseng College is sending you on the trip. Failure to respect the obligations of travel supported by The Tseng College can lead to loss of travel opportunities in future. If you apply the principle that The Tseng College can and should only pay for expenses related to the business component of travel, you should be on the right track. Also, we are a state agency; we are required to be moderate and thrifty in our choices when we make travel arrangements and in submitting reimbursement claims.

14. College can reimburse only for expenses directly related to The Tseng College staff member traveling on business related to the Tseng College. If you have a companion with you, their expenses must be kept separate. Any added charges for a larger room, a double room or a second guest, a second passenger in the shuttle or the like, must be kept separated and not listed on your expense claim.

NOTE: If you do take a companion with you on a trip paid for by The Tseng College, it is important that it does not take away from your time and attention to the purpose for which The Tseng College is sending you on the trip. Failure to respect the obligations of travel supported by The Tseng College can lead to loss of travel opportunities in future. If you apply the principle that The Tseng College can and should only pay for expenses related to the business component of required to be moderate and thrifty in our choices when we make travel arrangements and in submitting reimbursement claims.

Also, be sure any reimbursement claim is completely honest and accurate. Any intentional misrepresentation on a travel claim is likely to be discovered by the approvers in The Tseng College or the University. In general, this is known as fraud. Not much good comes of it. So be careful and accurate.