

CBE TRAVEL AND EXPENSE REIMBURSEMENTS POLICY

California State University, East Bay pays or reimburses travel related expenses that are **ordinary, reasonable, not extravagant, and necessary to conduct official University business**. All expense reimbursements and business travel arrangements must comply with University policies and procedures, prudent accounting practices, and applicable collective bargaining agreements.

TRAVEL AUTHORIZATION REQUEST

Deadlines for submitting travel authorization forms to the CBE Dean's Office:

- **Domestic - 30 days in advance for local, in-state, and out-of-state travel.**
- **Foreign - 60 days in advance for international travel (75 days for high hazard countries).**

1. Complete the [Travel Authorization Form](#) and **CBE Travel Estimator Worksheet** for all travel on behalf of CSUEB.
 - Obtain travel authorization approval **before** traveling and **before** incurring any travel expenses. Also, obtain approval for travel on behalf of CSUEB paid by another entity.
 - **Meals** – reimbursement of actual expenses up to \$55/day. This should not be used as a per diem. Foreign travel meals are reimbursed at the location-specific Federal Per Diem rate.
 - **Lodging** – approval to exceed the maximum rate of \$275/night before taxes and fees may be granted under special circumstances by the Provost using the “Hotel Exceeds” form. Must be attached to the Travel Authorization form.
 - **No rental cars allowed**
 - **Supporting documents to include:** paper acceptance email, copy of paper being presented, conference agenda/information, conference registration fee, airfare quote (economy class fare only), lodging quote, ground transportation quotes, etc.
 - If driving, please obtain approvals on required documents and attach to travel authorization form: [Driving on Campus Business](#).
 - Please refer to the [CSUEB Travel website](#) for the most updated University travel policy, [Foreign Travel](#) and [Foreign Per Diem Rates](#) for foreign travel, and to [Risk Management](#) for related information.
2. Please email the completed Travel Authorization Form, worksheet, and supporting documents to your Department Admin, who will route documents for e-signature approval on AdobeSign.

Routing Order - *Employee Initiates -> Department Admin > Department Chair/Supervisor > Budget Analyst > Associate Dean/Dean > Provost/President (if applicable)*

After approval, Department Admins will create a new expense report within the Faculty/Employee Certify account with the following report name: LastNameFirstName_Conference_Dates

- Example: *DoeJohn-ABConference-10/15/22-10/22/22*
- Dept admins will upload pdf copy of the approved Travel Authorization package (including Form, Worksheet, and Appendices) into the expense report using account code: 11111- Additional Documents.

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TRAVEL REIMBURSEMENT – ALL TRAVEL EXPENSE REIMBURSEMENTS MUST BE SUBMITTED FOR APPROVAL WITHIN **30 DAYS OF THE END OF A TRIP**.

1. Include the following documents in your Certify expense report:
 - Approved Travel Authorization Form – should already be in your Certify expense report and assigned the account code 111111- Additional Documents.
 - Conference/Meeting Agenda/Itinerary with included meals noted – assign the Certify dropdown account code: 111111- Additional Documents.
2. Include receipts for the following expenses in your Certify expense report:
 - Conference Registration – Use the Certify dropdown account code: 111111 - CPO/P-Card/Check Request if paid by your Department Admin's University P-Card.
 - Airfare
 - Lodging - Maximum rate is \$275/night before taxes and fees unless prior approval granted to exceed the maximum in the Travel Authorization process.
 - Meals
 - Actual meal expenses **up to** \$55/calendar day; no receipts required.
 - Receipts may be required if it appears that meal expenses are being treated as a per diem by routinely claiming the maximum amount.
 - Foreign travel meals are reimbursed based on the location specific Federal Per Diem rate with no receipts required.
 - Incidentals - Itemized receipts are required for reimbursement of transportation, parking, tolls, miscellaneous expenses, etc.

CERTIFY REIMBURSEMENT SUBMISSION

1. Please go to [Certify Training and Resources / Log In To Certify](#) for help and login information. To get additional Certify help, contact your Department Admin. **Do not submit a Support Ticket on the Certify website or call Certify Phone Support. The cost to utilize the service is \$29/transaction.**
2. Set-up your account in Certify to allow for internal assistance and review of your expense report.
 - In the top-right of the Certify screen, click your name and then "Manage Delegates."
 - Under "Add a Delegate User," enter your Department Admin's name and select "Create expense reports and submit on your behalf," and then also add the CBE Budget Analyst with the same permissions.
3. Enter your trip details and expenses within the Certify travel expense report previously created with a title in the form of "DoeJohn-ABConference-10/15/22-10/22/22," or request that your Department Admin enter the information.
4. **IMPORTANT:** Do **NOT** click the "Submit for Approval" button on the report until you are instructed to do so. Separately email your Department Admin that your report is ready for review. Use your University email account and NOT Certify's system.

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5. After requested changes have been made, your Department Admin will email you that your report is ready to submit.
6. **REQUIRED:** The Dean/Associate Dean must be added to your claim as an Additional Approver for any claims utilizing **PL007 or Dxxx Trust Fund**.
7. Then, submit your report in Certify. FACULTY/STAFF ARE REQUIRED TO SUBMIT THEIR OWN EXPENSE CLAIMS IN CERTIFY. DEPARTMENT ADMINS CANNOT SUBMIT ON YOUR BEHALF.

OTHER PURCHASE AUTHORIZATIONS AND REIMBURSEMENTS

All reimbursements **require advance approval** prior to incurring any expenses.

1. Complete a **CBE Purchase Request Form** for all non-travel related expenses.
2. Send your purchase request form to the appropriate department admin to route on Adobe Sign for e-signature approvals. Wait to obtain full approval on the purchase request form from your Department Chair/Program Director/Supervisor and the Dean/Associate Dean prior to making any purchases, prior to incurring any expenses, and prior to requesting reimbursement.
3. Include the approved Purchase Request Form to your expense claim and assign the account code 111111 – Additional Documents.
4. Itemized receipts are required for all hospitality and business-related expenses.
5. **All expense report reimbursements must be submitted for approval within 30 days from the date the expense occurred or upon return from the trip.**