



## Cal Poly International Center

### Travel Pre-Authorization and Reconciling Expenses

The Cal Poly International Center works with [Fiscal Services - Travel Accounting](#), to process travel advances and reimbursements for Cal Poly Global Programs and to ensure that disbursements are made in compliance with Federal, State and [CSU policy](#).

The International Center, working with faculty and service provider(s) will complete a program budget. Faculty will be provided a list of their budgeted expenses, which may include housing, per diem, airline tickets, cell phones/minutes and miscellaneous program expenses. Faculty must receive preapproval prior to purchasing any program related expense, such as airline tickets.

#### Before your Program

The International Center will complete a Travel Pre-Authorization Form (Form 1 A), documenting the faculty's budgeted expenses and cash advances. Travel advances are given 30 days prior to departure, but with authorization from the International Center, faculty can purchase airline tickets earlier.

#### Housing

- faculty will be compensated for single occupancy accommodation for the duration of the program. If faculty choose to live in a larger dwelling to accommodate family/partners, the faculty will be responsible for the additional costs.
- programs of 30 days or longer, faculty will be expected to live in accommodations with a kitchen
- programs of 29 days or less, faculty can stay in a hotel. Please note: the California State University pays or reimburses for travel related expenses that are ordinary, reasonable, not extravagant, and necessary to conduct official University business. Federal housing allotment is meant to be an “up to” amount and not a guaranteed amount.

#### Per Diem

- for programs lasting 30 days or longer, faculty will receive 30% of the [federal per diem](#) for the location of the program
- for programs lasting 29 days or shorter, faculty may receive the federal per diem for the location of the program. Please note: the amount is an “up to” amount and not guaranteed.

#### Airline tickets

- tickets should be purchased using the most economical option available (see discount travel sites listed on the [Fiscal Services](#) website) while adhering to the [Traveler's Responsibilities](#).
- Only economy-class can be purchased
- If faculty use [Giselle Travel Agency](#), the International Center will supply the faculty with the appropriate account numbers.

#### Cell Phones and Minutes

- Reimbursement of cell phones will vary by program

### **Miscellaneous Program Funds**

- some programs provide program funds to pay for certain aspects of the program that cannot be covered via a wire transfer (i.e. paying program guides, tips for guides, honorariums for guest lecturers, local excursions, etc)
- use of these funds is coordinated with the International Center

### **After your Program**

A Travel Expense Claim (Form 262) is required and must be completed with the International Center within 10 days of the faculty's return. Faculty will work with the International Center to reconcile funds, using the template provided to document all expenses. Faculty must keep receipts for all program expenses (except the per diem). Receipts must be in **chronological order**.

When no receipt is available (i.e. paying a tip to a guide) or you have lost a receipt, faculty must complete a "Lost Receipt Form" to explain the expense with vendor name and address. Each lost receipt requires its own Lost Receipt Form.

### **Allowable expenses – detailed in the budget**

- Per diem
- Housing
- Airline tickets
- Cell phone/minutes
- Taxis, buses, and/or trains
- ATM (only for those carrying program funds)
- Program Supplies (any required supplies/goods/copies purchased for program)

### **Expenses not allowed**

- Alcohol
- Gifts
- Personal travel outside of program dates

The International Center will use [Oanda Currency Converter](#) to determine the official exchange rate. If faculty received an exchange rate used by a bank, they must provide documentation.