CSU Travel Policy and Procedures Highlights

1. For travel occurring on or after November 1, 2015, pre-approval of domestic travel is not required per policy unless noted by division or department. Academic Affairs personnel, please see the required form at www.sonoma.edu/aa.

2. For travel occurring on or after April 1, 2016, pre-approval of domestic travel for non-employees is no longer required per the CSU Travel Policy.

3. International travel requires pre-approval by the President, utilization of the Foreign Travel Insurance Program (FTIP), and enrollment in the Safe Traveler Enrollment Program (STEP). The new, comprehensive “International Travel Authorization/Travel Advance” form is required for international travel and must be completed in advance of the trip and submitted to the Seawolf Service Center before a Travel Expense Claim can be processed. For more information about this process, visit the Seawolf Service Center website: http://www.sonoma.edu/seawolfservices/travel/travel_references.html and click on the CSU Guidelines for International Travel for Less than 30 days (PDF).

5. Original itemized receipts are required for all travel expenses of $75 or more.

6. Meals for the Contiguous U.S. (lower 48 states) — actual meal expenses may be reimbursed up to $55.* The meals reimbursement cap should not be treated as a per diem. (See Appendix D of the CSU Travel Procedures.)

7. Meals for Alaska, Hawaii & U.S. Possessions — Federal Per Diem for meals and incidentals for the specific location, with no receipts required.* (See Appendix D of the CSU Travel Procedures.)

8. Meals for International Locations—Federal Per Diem for meals and incidentals for specific locations, with no receipts required.* (See Appendix D of the CSU Travel Procedures.)

9. Lodging for domestic travel (50 states & U.S. Possessions) — actual expenses are reimbursed with an original itemized receipt required. The CSU maximum rate for United States travel, including Alaska, Hawaii, and US possessions is $275 per night, excluding taxes, and is effective for travel occurring on or after November 1, 2015.

10. Lodging for International locations — Federal Per Diem amount for specific location, no receipts required.

11. Lodging with friend/relative — a non-cash gift may be given up to $75; limited to one reimbursable gift per stay.


13. Tips for transportation related expenses (taxis, shuttles, and valet parking) are reimbursed as part of the transportation costs. Tips for meals are reported as part of meals. Tips may be reimbursed up to 20% of the total bill.

14. Incidental expenses — may include fees for baggage carriers, hotel housekeeping, and hotel staff that are customary in travel and not included on other bills. Incidental reimbursements will be based on actual amounts incurred up to $7 per calendar day and only when travel includes an overnight stay.

* Excluding alcohol, this is non-reimbursable.

SSC Revised 08/30/2018