From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Travel Policy Update Summary
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Attachments: ATT00001.txt

Partners in Campus Business Operations

Travel Policy Update Summary

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Sent on behalf of: CSUSM Travel Office

Dear PCBO,

To align with the revised CSU systemwide **Travel and Business Expense Payments** policy that was updated in May 2025, the Travel Office will now require the following:

Documentation Requirements:

- Travelers must now submit a conference agenda along with the expense report that shows what meals were provided by the conference and ensure that meal per diem was not claimed for those meals. If an agenda does not exist for the trip, please note this in the comments. If the traveler did not partake in the provided meal, please note the situation in the comments.
- Travel Exception Request Forms, including lodging exceptions, must include cost comparisons with supporting screenshots or other evidence to help facilitate the review of requested expenses, as well as detailed written information.
- As a reminder, cost comparisons are required along with the expense report when travel plans include personal days, driving long distances instead of flying, arriving early or leaving the conference late, etc.

Thank you!
CSUSM Travel Office
traveloffice@csusm.edu