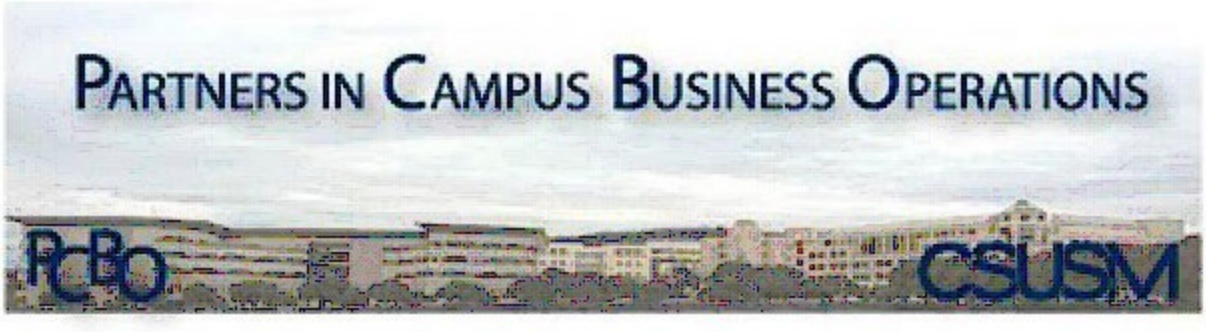
From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Travel Updates and Reminders
Date: Thursday, December 5, 2024 11:27:30 AM
Attachments: ATT00001.txt



Travel Updates and Reminders

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Sent on Behalf of: CSUSM Travel Office

Hello PCBO!

Please see below for a few Travel Updates and Reminders.

UPDATES

Integrated Risk Management has simplified and consolidated student travel forms, making them easier for students to complete.

We now have two different workflows, which can be found on our **Student Travel** website under "What forms do I need to fill out?"

- **Combined Student Travel Form** (for non-field trip-related student travel)
- **Field Trip Form** (for field trip-related student travel)

REMINDERS

Mileage on work-from-home days

If an employee must travel on a work-from-home day, mileage should continue to be taken from the employee's home or from campus, whichever is less. The primary work location (campus) does not change, regardless of a scheduled work-from-home day.

> **Example**: If an employee lives in Temecula and is working from home that day and must travel to San Diego for an off-campus meeting, mileage should be taken from campus to the San Diego location and back because this distance is less. The CSU Travel Policy and IRS

Guidelines do not allow for reimbursement of an employee's regular commute to work, which is why in this instance campus would not reimburse mileage from Temecula to campus.

Upgraded Ubers/Lyfts

We continue to see an uptick in upgraded ride shares, such as Uber Comfort. Similar to airfare, the campus will pay the base fare, and any upgrades are the responsibility of the traveler. Sometimes Uber lists Uber Comfort as the first option, but travelers must ensure that they are choosing a regular, non-upgraded ride.

Business Purpose

Please make sure to include the business purpose in travel requests, and if there is no travel request (such as with students, candidates, etc.), include this info in the expense report. We often see submitters, including flight estimates, etc., in place of a business purpose document.

Examples of business purpose documents:

- Conference agenda
- Program flyer
- Email with meeting information/invitation
- Schedule of meetings for semester
- Short typed memo explaining research activities

Thank you for helping our campus stay compliant! Email **traveloffice@csusm.edu** with any questions.

CSUSM Travel Office