



UNIVERSITY CORPORATION AT MONTEREY BAY

100 Campus Center Seaside, CA 93955-8001 831/582-3500

361-001-E: TRAVEL POLICY

I. Introduction

Auxiliary organizations that provide reimbursement for travel expenses are required by the Office of the Chancellor to develop a written policy for such reimbursements.

II. Policy

This policy applies to University Corporation at Monterey Bay ("University Corporation") employees and other individuals traveling on University Corporation business or projects administered by the University Corporation. Reimbursement of travel expenses incurred while conducting University Corporation business shall be comparable to the reimbursement normally provided by the California State University. University Corporation travel procedures will comply with the requirements of the Internal Revenue Service ("IRS"). Exceptions to the Travel Policy require prior approval of the University Corporation Executive Director.

III. Policy Guidelines

- A. *Project-Related Travel:* All travel funds for projects must be provided in the project budget and will be expended according to the University Corporation Travel Procedures Handbook unless the project specifies a lower rate. Where there is a variance between Agency and University Corporation guidelines, the more restrictive regulation shall govern the travel. Reimbursements for project-related travel must be in compliance with the requirements of the relevant project sponsor.
- B. *Travel Coordinator:* For assistance in traveling, processing Travel Claims, or understanding any of the University Corporation's travel procedures, please contact the Travel Coordinator. Detailed procedures for travel arrangements, travel allowance rates, and reimbursements can be found in the Travel Procedures Handbook.

IV. Adoption and Review

- A. The University Corporation's Board of Directors adopted revision C of the Travel Policy, date on 19 December 2002. The Board adopted revision D of the Travel Policy on 28 June 2007. The Board adopted revision E of the Travel Policy on 24 June 2010.
- B. This policy shall be evaluated ten years from its adoption date to determine its effectiveness and appropriateness. The policy may be evaluated before that time as necessary to reflect substantial organizational, financial, or physical change(s) at the University Corporation or any change required by law or by other governing policy.

Any proposed amendments or variations of this policy would require a majority approval by the University Corporation Board of Directors.

V. Related Documents



**FOUNDATION OF
CALIFORNIA STATE UNIVERSITY MONTEREY BAY**

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Travel Procedures Handbook