

## FACULTY HANDBOOK

### TRAVEL POLICY FOR ACADEMIC PERSONNEL

Travel by academic personnel on State business is regulated by a variety of policies established by the state, the [Office of the Chancellor](#), and, on the local level, by the [Council of Deans](#). The basic guidelines of The California State University are contained in [HR 96-11](#). A Campus [Travel Manual](#) has been prepared by Fiscal Affairs summarizing system wide regulations.

#### **Authorization to Travel**

All travel on state business by academic personnel must be approved, even though the travel involves no additional expense to the state; i.e., reimbursement expense beyond the salary of the person traveling. The general authority to approve travel requests rests with the Office of the Chancellor; however, this authority has been delegated to the individual campuses. Exercise of authority to approve travel requests is subject to annual audit to ascertain that all state and system regulations have been observed. At HSU the basic travel request, Form HSU 90, "Request for Authorization to Travel," is used for application to travel, as a request for permission to use a state vehicle and as a class coverage schedule. State Form #262, [Travel Expense Claim](#) is used to submit a request for reimbursement for travel expenses.

It is important that travel authorization be obtained because of the need to account for official travel and to insure that employees are protected under the provisions of the Workers' Compensation Act. For this reason, timely application must be made so that authorization can be obtained prior to departure. Faculty members who travel without obtaining prior approval may not be reimbursed for travel expenditures and might, under certain circumstances, be considered as absent without official leave. In all but exceptional cases, travel requests for both in-state and out-of-state travel should be submitted through department chairs, with approval by the appropriate college dean at least five working days prior to departure. Emergency procedures for processing travel requests exist for use in those instances when, for valid reasons, normal deadlines cannot be met.

#### **Coverage of Classes During Absence of Faculty Members**

When travel requires a faculty member to miss scheduled class meetings, it is the faculty member's responsibility to arrange for class coverage. A statement regarding the plan for class coverage shall be provided to the unit head.

Because of the importance of the continuity of educational programs, both the length of time that any one faculty member may be absent and the number of faculty from the same department who are authorized to be absent at the same time should be reasonable. It should be noted that if more than two faculty attend the same meeting, each request and resulting travel expense claim must be approved by the President or his designee.

#### **Reimbursement for Travel Expenses**

Persons traveling on official state business may be eligible for reimbursement for all or part of expenses allowable according to state regulations. Reimbursement for travel expenses is authorized to the extent permitted by regulations and by available budget allocations, when the travel request is officially approved. The papers submitted requesting permission to travel should indicate the maximum

reimbursement required. Standard State Form 262, [Travel Expense Claim](#), must also be submitted in order to obtain reimbursement after travel has been completed. Expenditures authorized for reimbursement are based on [CSU Trustee](#) policies, as described in the Campus [Travel Manual](#), published by Fiscal Affairs. It should be noted that budget support may limit the amount which may be approved.

### **Use of State Vehicles**

State vehicles, whether owned by the university or made available to the university by the state pool, are available for the use of state employees for the conduct of official business.

Assignment of state vehicles is made by the Plant Operations staff on a priority basis for those requests received at least ten days before departure, except that buses are scheduled on a quarterly basis. Generally, instruction-related travel receives first priority, with the distance to be traveled, the number of students or faculty involved, and the availability of other means of transportation being secondary considerations. Requests for use of state vehicles which are received less than ten days before departure are assigned on a first-come, first-served basis.

### **Use of Private Vehicles**

Private vehicles may be used for official travel. Guidelines for such use are presented in the Campus Travel Manual, published by Fiscal Affairs.