



# Member Expense Claim Instructions

California State University Employees Union, 910 K Street, Sacramento, CA 95814

- General:**
- 1) Expense claims must be submitted within 30 days from the time the expenses were incurred.
  - 2) Any expense paid by another claimant shall be noted on the expense claim (e.g., mileage, taxi, meal).
  - 3) Claimant must sign the certification statement at the right of the claim form.
  - 4) Expense claims which are not accompanied by the required receipts, authorization and details will not be paid.
  - 5) The most economical use of CSUEU funds, consistent with the convenience of the claimant and the schedule of the meeting, shall control.
- Date:** Indicate each date on which expenses were incurred.
- Location:** Show the location at which expenses were incurred.
- Depart:** Show the hour at which you initially departed for a meeting.
- Return:** Show the hour at which you returned home from the meeting.
- Activity:** Describe the purpose of the expenditures.
- Lodging:**
- 1) Lodging will be reimbursed at the negotiated rate, if hotel receipt is provided. Lodging, other than General Council lodging, shall not be allowed if residence is within 40 miles/40 minutes from meeting location.
  - 2) A maximum of \$10.00 may be claimed for incidental expenses incurred during any 24-hour period involving an overnight claim. Please note: incidentals are classified as tips, emergency unexpected sundry or personal items, etc.
- Meals:**
- 1) Meal expenses may be allowed up to the following rates:

| <u>Breakfast</u> | <u>Lunch</u> | <u>Dinner</u> |
|------------------|--------------|---------------|
| \$25.00          | \$25.00      | \$35.00       |
  - 2) Breakfast may NOT be claimed if departure is after or return is prior to 8:00 a.m. Lunch may NOT be claimed if departure is after or return is prior to 12:00 noon. Dinner may NOT be claimed if departure is after or return is prior to 7:00 p.m.
  - 3) If meals are claimed for more than one person, show the number of meals claimed and list the names of persons for whom meals are purchased (use comment space at bottom of claim).

**Travel:**

- 1) Indicate the mode of transportation and cost. Common carrier (plane, bus, or train) is the authorized method of transportation but private automobiles may be authorized if a common carrier is not available, is more costly, or would be unreasonably inconvenient.

Board members using SWABIZ must submit a copy of their itinerary with their claim.

- 2) If private automobile is authorized and used, personal vehicle costs are reimbursed at the current IRS standard mileage rate. To verify the current IRS standard mileage rate go to: <http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>  
If private automobile is NOT authorized, but used, claim the common carrier fare. If travel is made in another claimant's automobile, travel expense will be allowed only to one claimant.

If a rental car is used, claimant may use the CSU discount with Enterprise or National Rental Car or other vendor with most economical daily rate. CSUEU will cover cost up to intermediate size with Loss Damage Waiver (LDW) and gas upon return of the vehicle. Receipts must be submitted for both car rental and gas for reimbursement.

- 3) Transportation receipts, when applicable, must be submitted with claim if over \$15.00.

**Misc.:**

- 1) Taxi fares are authorized only when no other transportation is practical or available, or when the fare for several riders is not more than the common carrier fee (e.g., shuttle).
- 2) Long distance telephone charges must identify the date, place and party called. If the call is in excess of \$1.00, receipts are required.
- 3) Parking expenses are reimbursed, but amounts in excess of \$15.00 per day require receipts. Valet parking fee allowed only if self-parking is not available.
- 4) Bridge tolls are reimbursed, and no receipts are required.
- 5) Other actual and necessary expenses of an unusual nature, upon approval of CSUEU VP for Finance, may be reimbursed when appropriately recorded and adequately explained.