

California State University, Dominguez Hills Foundation

Rates for Travel

Effective January 1, 2018

General Guidance

- Meal expenses are no longer reimbursed using per-diem rates, but will now require actual receipts for reimbursement (subject to the maximum daily cap outlined in the CSU Travel Procedures and Regulations Appendix D). For convenience, Appendix D is posted on www.csudhfoundation.org.
- In accordance with Appendix D, the current daily cap for meal reimbursements is \$55.00 per day for travel in the contiguous United States. For travel outside of the contiguous United States, the federal government per diem for the specific location shall be used (and receipts shall not be required).
- In accordance with Appendix D, the current daily cap for incidentals is \$7.00 per day.

Meals & Incidentals

On departure, in accordance with Appendix D, meals may be allowed as follows:

- If the travel begins at 7 a.m. or earlier, a breakfast may be claimed
- If the travel begins at 11:00 a.m. or earlier, a lunch may be claimed
- If the travel begins at 4 p.m. or earlier, a dinner may be claimed

Upon return, in accordance with Appendix D, meals may be allowed as follows:

- If the travel extends past 9 a.m., a breakfast may be claimed
- If the travel extends past 2 p.m., a lunch may be claimed
- If the travel extends past 6 p.m., a dinner may be claimed

Mileage Reimbursement

- Travelers conducting Foundation business whose transportation is by use of their privately owned automobile will be reimbursed the current rate per mile for privately owned automobile at time of travel, as listed on the GSA website, <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>. The traveler must have taken defensive driving and have been approved as a private driver through Foundation Human Resources.