



SACRAMENTO  
STATE

## *Business Matters @ Sac State*

**TOPIC: Travel Policy and Procedures Updates – Effective: 04/18/2024**

DATE: April 18, 2024

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Sarah Hansen, Accounts Payable & Travel Manager

---

Travel would like to inform you of updates to the University Travel Policy and Procedures effective April 18, 2024. This update reflects the change to the [CSU Systemwide Travel Policy](#).

The following is a summary of the changes to the policy and additional travel reminders:

### *Lodging*

- Increase the nightly domestic lodging limit from \$275 to **\$333 per night**, excluding taxes and other related charges.
  - Lodging reimbursement is actual costs up to the allowable limit and must be substantiated with an itemized receipt.
    - Itemized receipt must show the breakdown of room rate and taxes. Be aware that online 3rd party booking services like Expedia or Priceline may not provide you the information you need for your receipt.
- A traveler who attends an approved conference where the prearranged conference lodging rate exceeds the \$333 per night limit may stay at the conference hotel without additional approval.
  - Proof of prearranged rate must be provided along with itemized receipt. This should be available when booking your reservation.
- University employees are always expected to seek the best value whenever they obtain lodging.

### *California City and County Transient Occupancy Taxes Exemption*

- In some California cities and counties, employees traveling on official business are granted an exemption from the payment of occupancy taxes imposed by these cities or counties on the transient rental of rooms.
- Travelers should identify themselves as University employee and claim exemption from the tax upon arrival. The traveler may be required to complete an exemption certificate, [STD 236: Hotel/Motel Transient Occupancy Tax Waiver](#). The option to grant the exemption is at the discretion of the hotel.

### *Lodging With a Friend or Relative*

- If a traveler lodges with a friend or relative while on official business for the University, a noncash gift, such as flowers, groceries, or a restaurant meal, may be provided to the host.
  - Gift cards are not allowed.
  - The gift must follow the use rules surrounding the funds used for reimbursement.
- Gift reimbursement is actual cost up to \$75.
  - Only one reimbursable gift per stay may be provided to a host.
  - Itemized receipt is required.
  - Gift should be entered under the Hotel/Lodging expense within Concur.

### **Contact Information:**

If you have any questions or concerns about this notice, please contact Travel, [travel@csus.edu](mailto:travel@csus.edu), ext. 86476.