



Procurement & Support Services
Purchasing Group

Desktop Procedure No. 03
Date: September 23, 20 13

SUBJECT: Travel Reimbursement for Vendors and Contractors

A. Purpose/Background

To inform vendors who propose travel, and its reimbursement under CSU East Bay purchase orders and contracts of the requirements for original receipts.

B. Applicability

All non-University Travelers. Travelers in this category include prospective employees, independent contractors and consultants, inbound travelers hired by the University for a temporary assignment, volunteers, foreign visiting scholars, and spouses .

C. Policy

Original detailed/ itemized receipts must be submitted for all travel related expenses listed below when requesting reimbursement :

- Lodging
- Airfare
- Rental Car
- Meals \$25 or more
- Expenses more than \$25
- Conference Agenda

If the original receipt is lost, a duplicate , or proof of payment (e.g., copy of check, bank or credit card statement) must be obtained in order to process the travel reimbursement.

D . Procedure

All Buyers should inform their vendors and contractors of the requirement to furnish original receipts for travel reimbursement under the purchase order or contract. Language specifying this requirement should be part of the "Standard Comments" incorporated into the purchase order or contract as follows:

"If travel is authorized under this order or contract, it is understood that original detailed/itemized receipts must be submitted for all travel related expenses when requesting reimbursement

If the original receipt is lost, a duplicate, or proof of payment (e.g., copy of check, bank or credit card statement) must be obtained in order to process the travel reimbursement.

All travel shall be conducted in compliance with the CSU East Bay Travel Guidelines dated December 15, 2011 available at :

<http://www20.csueastbay.edu/af/departments/finance/procurement/accounts-payable/travel/index.html>"