

Instructions and Guidelines for completing WRPI Travel Reimbursement Claim Forms

Prior to traveling, it is the responsibility of each participant to secure authorization to travel from their home campus. Authorization includes meeting insurance and defensive driving requirements. Students are required to complete travel liability forms.

Submitting Claims

1. Travel reimbursement forms can be downloaded from the following link: <http://wri.csusb.edu/WRPI.html>
2. All claims must be submitted within 14 days from the completion of your trip.
3. The travel reimbursement claim form must be completed with an original “wet ink” signature.
4. All travel expense claims must be accompanied by original receipts in order to be reimbursed.
Claims must be submitted to:
Nicole Barnhart
CSU – WRPI
5500 University Parkway, PL-401
San Bernardino, CA 92407
5. All travel expense claim forms must include a clearly stated business purpose for the trip.
6. If you have any questions, please contact the WRPI staff at nbarnhar@csusb.edu or 909-537-7681.

Lodging

1. Per a Chancellor’s Office directive, the maximum limit has been established for lodging reimbursement for domestic trips: The CSU maximum rate for in-state and out-of-state travel, including Alaska, Hawaii, and US possessions is \$275.00 per night, excluding taxes.
2. If it is necessary to lodge in a hotel with a base rate higher than \$275, prior approval must be obtained by the WRPI before the travel occurs. Requests for approval must include the business reason for lodging at a hotel priced higher than the limit.
3. Hotel reimbursement requests must include a final folio that shows “paid” or “0 balance due.” (express check-out receipts are not considered valid).
4. A Hotel/Motel Transient Occupancy Tax Waiver Form (Exemption Certificate for State Agencies) must be completed and presented to hotel front desk agent at check-in. (The hotel, however, is not required to accept the certificate to waive tax).

Transportation

1. Air travel claims must be accompanied by original receipts that show “paid” or “0 balance due.” Optional upgrades such as first class, priority seating, and priority boarding will not be reimbursed. If you choose any of these upgrades, it will be at your own expense.
2. If the traveler is using a private or rented vehicle, the driver must meet the traveler’s home campus requirements regarding driver safety and liability. Most CSU campuses require travelers to complete a “Defensive Driving” course in order to use a private vehicle for state business.
3. As of January 1, 2017, the current mileage reimbursement rate for personal car is 53.5 cents (\$0.535) per mile. Mileage must be verified by submitting printouts from “Mapquest.com,” “Apple Maps,” or “Google Maps.” Mileage must be calculated from the traveler’s home or campus, whichever is closest to the destination.
4. Rental cars must be “economy class.” Optional “extra” insurance coverage offered by the rental company will not be reimbursed. If you choose any of these additional items, it will be at your own expense.
5. The appropriate use of taxi/shuttle/Lyft/Uber service will be reimbursed. An original receipt must be included.

Meals and Incidental Expenses

1. Travelers are expected to claim their actual meal costs and will be reimbursed up to a maximum of \$55.00 per full 24 hour period. Tips should be included in the cost of meals. The cost of alcoholic beverages will not be reimbursed.
2. An itemized receipt is required for any expense of \$25.00 or more.
3. Do not pay for someone else’s meal. Each traveler must pay for their own.
4. Meals will not be reimbursed for trips that do not require an overnight stay, and lunch will not be reimbursed on any trip lasting less than 24 hours.
5. Specific meals provided at WRPI events will not be reimbursed. The per-person cost for these meals will go toward your \$55.00 allowance.
6. Additionally, actual itemized incidental expenses may be reimbursed up to \$7 per day.