



Humboldt State University Group Travel

August 5th, 2015

Humboldt State University

Group Travel Policy

- ▶ **Cash advances** are allowed but will **NOT** be issued more than 30 days before the date of departure.
- ▶ **Group meals** may include staff, independent contractors, and volunteers. ***Cash in lieu of meals is not allowed for these individuals.***
- ▶ **Group expenses** can be billed directly to the University
 - ▶ **Purchase orders** may be prepared for hotel accommodations, airfare, bus, and train transportation.
- ▶ **Claims** for reimbursement of expenses paid for others shall be submitted by the group leader and must include:
 - ▶ The names of persons on whose behalf expenses were incurred
 - ▶ An itemization of the expenses
 - ▶ Description of the Event



Humboldt State University Group Travel – Preferred Process

- ▶ Group Leader needs to complete Travel Authorization
 - ▶ Need to include a roster of individuals traveling (**Names Only**)
 - ▶ Signed by Authorized Individual
 - ▶ Submit to Business Services (SBS 345)
 - ▶ Patti Cady or Adele Desadier will be provide you Travel Authorization
- ▶ “**NON**” HSU Employees are required to complete a Release of Liability prior to the event.
NOTE: If you are traveling with Minors, you will be subject to having a Back Ground check prior to leaving on your event (As of 8/3/15).
- ▶ If anyone traveling and will be seeking reimbursement, they need to submit their own Travel Authorization **Prior to Event.**
- ▶ Please use current **Travel Authorization** and **Travel Expense Claim** which is found on the HSU Forms website.