

Transportation

Transportation expenses consist of the charges for commercial carrier fares; private car mileage allowances; overnight and day parking of state or privately owned cars; bridge and road tolls, necessary taxi, bus, streetcar, rapid transit fares; and all other charges essential to the transport from and to the official headquarters

Reimbursement will be made only for the method of transportation which is least expensive. The employee may use a more expensive form of transportation and be reimbursed at the amount required for a less expensive mode of travel*.

- a. Transportation by commercial airline is allowed at the rates indicated below and shuttle or taxi from/to airport can also be claimed in addition to the airfares. Car rental from Sacramento Airport to the Hotel and vice versa will not be reimbursed.

Example of current airfares :

University	Airfare (Round-trip)	Preferred Airlines
Channel Island (OXR)	\$ 480	United
Chico (CIC)	\$ 380	United
Dominguez Hills (LAX)	\$ 200	United
Fullerton (LAX)	\$ 200	United
Humboldt (ACV)	\$ 420	United
Los Angeles (LAX)	\$ 200	United
Long Beach (LGB)	\$ 180	Jet Blue
Northridge (LAX)	\$ 200	United
Pomona (LGB)	\$ 180	Jet Blue
San Bernardino (LGB)	\$ 180	Jet Blue
San Diego (SAN)	\$ 200	United, Delta
San Marcos (SAN)	\$ 200	United, Delta

- b. Taxi from and to the airport is located in the ground transportation area adjacent to the baggage claim area at Terminal A and across from the airport hotel at Terminal B.
- c. A shuttle can also be used for transportation from and to the airport. Reserving the shuttle is preferred and it can be reserved online <http://www.supershuttle.com>. Pickup areas for passengers are located in the ground transportation area adjacent to baggage claim in Terminal A and at the center island curb in front of Terminal B.
- d. Transportation by private automobile is reimbursed at a rate of \$.50 per mile. In the event the employee chooses to travel by private automobile even though the airfare is cheaper, then the employee will be reimbursed based on the most economical mean of transportation which in this case will be reimbursed at a rate of commercial airfare.
- e. Car rental can be reserved at any car rental companies provided it does not exceed \$60/day.

* Unless unexpected circumstances arise please contact Ellen Suryadi (559-278-8468) prior to travelling.

Per Diem

Per Diem is provided for meals and incidentals and will be reimbursed only at the rate indicated below. For each complete 24-hour period the following meals can be claimed :

Breakfast	\$10
Lunch	\$15
Dinner	\$25
Incidental	\$5 may be claimed every 24-hour period

For travel less than 24 hours :

Breakfast can be claimed if the travel begins before 7:00am

Lunch may not be claimed for trips less than 24 hours

Dinner may be claimed if traveler arrives at destination after 6:00pm.

Meals that are provided at the conference (breakfast and lunch on March 3rd) may not be claimed.

Submitting Claims

Submit the claim within 14 days of the completion of your trip in order to be processed and reimbursed. The reimbursement instructions and form [click here to download](#) must be completed, signed, enclose all original receipts (except meals) and mail to:

Ellen Suryadi
CSU – WRPI
6014 N. Cedar Ave.
Fresno, CA 93710

If you have any additional questions with regards to completing the reimbursement form, please contact Ellen Suryadi (esuryadi@csufresno.edu) at 559-278-8468.