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To: Chancellor's Office Staff

From: Tracey L. Richardson, Assistant Vice Chancellor/Controller, Financial Services 
Tracey Richardson (Jun 23, 2023 16:26 PDT)

Subject: Travel Policy - Lodging

The CSU travel policy has provisions for situations when a traveler lodges with a friend or relative as follows:

When a traveler lodges with a friend or relative while on official business for the University, a non-cash gift, such as flowers, groceries, or a restaurant meal, may be provided to the host. The type of gift provided should be in compliance with the use rules surrounding the funds used for reimbursement. The actual cost of such a gift may be reimbursed up to \$75. Only one reimbursable gift per stay may be provided to a host.

Please note the requirement that any gift provided to the host should be a non-cash gift. Cash and cash equivalent items such as gift cards or gift certificates are not permitted under this policy.

Please reach out to Lisa Kasten Lkasten@calstate.edu or Ann Avery aavery@calstate.edu with any questions or concerns. Thank you for your compliance with this policy.

TR:lk

Cc: *Lisa Kasten, Director of FS Accounting*
Ann Avery, Accounts Payable Manager