CPGE Travel Policy  
Approved by Dean Ruth Huard  
September 12, 2019

As many staff at the College of Professional and Global Education are frequent travelers per their job descriptions and unit goals, CPGE has adopted travel policies to apply to circumstances when traveling under current SJSU procurement policy does not ensure safe and productive travel or when expenses are inadequate to travel conditions, staff productivity and expenses in particularly expensive locations.

According to SJSU policy, staff who travel frequently are required to book basic economy or the most affordable tickets for all flights. Recent airline changes have made it so that such economy seats do not allow carry-on baggage, seat selection, and involve extra payment for checked baggage. Staff often book flights between 10-17 hours and overnight and are expected to endure such flights in the worst seats and areas of aircraft without access to carry-on luggage (laptops, etc.) is unproductive.

Consequently, Dean Huard has approved CPGE staff applying the following policies to their international travel.

**Travel Requests and Flights**
Staff are allowed to book Premium Economy Seats or equivalent for:
- International flights over 6 hours in length
  - When Premium Economy Seats or equivalent are not available for international flights:
    - Staff may choose Economy and select seats at additional cost
    - Staff may not choose any seating category above Premium or equivalent Economy unless doing so at their own expense or using personal mileage accounts
  - If staff posts a note from doctor advising medical reasons for seating is provided and entered into TR for authorization

The policy must be noted in travel authorization before booking a trip (as this attachment).

**Ancillary Expenses**
- Travelers may be reimbursed for unique costs associated with international travel, such as the actual cost of obtaining or renewing a passport, visa, tourist card, and necessary photographs; cost for certificates of birth, health, identity, and related affidavits; charges for required inoculations and medical evacuation insurance; currency conversion, ATM and check cashing fees outside the U.S.; the cost of traveler’s checks; costs related to hiring guides, translators, and local labor; and the cost of full collision insurance on automobiles rented in foreign countries. ([CSU Travel Procedures](#))
Additional meal allowance for certain countries: It was approved in August 2017, that an additional meal allowance of $10.00 will be given for 7 countries ($65 per day instead of $55). These countries are ones with unusually high costs of meals. If you are traveling to two countries on the same day, the country where you sleep is the meal allowance to use instead of splitting individual meals.

- The 7 countries are:
  - Hong Kong
  - Japan
  - Liechtenstein
  - South Korea
  - Switzerland
  - United Arab Emirates
  - Venezuela