

**TRAVEL POLICY**

It is HSU Sponsored Programs Foundation's policy to maintain travel reimbursements in keeping with applicable laws of the federal government and state government, as those laws generally benefit a nonprofit corporation. Further, it is HSU Sponsored Programs Foundation's policy to maintain travel reimbursements in keeping with such federal regulations as especially benefit an organization administering federal grants and contracts.

Since federal, state, county and municipal grant and contract cost principles typically require that travel reimbursements be maintained at the institution's prevailing rates, it shall be the policy of HSU Sponsored Programs Foundation that grant and contract travel expenses, unless otherwise stated by the granting agency, shall be processed at The California State University prevailing rates.

It shall further be HSU Sponsored Programs Foundation's travel policy regarding non-grant and non-contract level expenses that reimbursement shall be for costs incurred, in keeping with applicable IRS principles.

The travel policies of HSU Sponsored Programs Foundation shall not preclude the option of individuals claiming less travel reimbursement for budgetary purposes or to fulfill cost sharing commitments, nor shall the general travel policies preclude specialized policies, such as those of the Small Grant competitions.