

POLICY CONCERNING STUDENT LEADER TRAVEL

PURPOSE

The purpose of the policy is to provide guidance on travel including the funding of students to attend conferences and the administration of travel funds of Associated Students, Inc. (ASI). This policy applies to students-at-large and members of the ASI Executive Officers and ASI Board of Directors when using student fees to travel to and/or attend conferences, conventions, or professional meetings.

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WHO SHOULD KNOW THIS POLICY

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| <ul style="list-style-type: none"> ■ Budget Area Administrators ■ Management Personnel ■ Supervisors ■ Elected/Appointed Officers | <ul style="list-style-type: none"> ■ Volunteers ■ Grant Recipients ■ Staff ■ Students |
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DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Delegate Contract	Contract detailing trip itinerary, emergency contact information, compliance with this policy statement, comportment guidelines and academic standing requirements.

STANDARDS

1. FUNDING OF STUDENTS TO ATTEND CONFERENCES

Individuals may receive up to \$500 for travel per fiscal year if they are actively participating in the conference or event they are attending. Individuals who are not actively participating in the conference or event may only be reimbursed up to \$250. Active participation is defined as an individual that is planning, presenting, performing, competing, and volunteering in or at the conference, convention, or event. The Finance Committee shall entertain requests for exceptions to this travel policy for any proposal approved by a funding council. All decisions made by the Finance Committee are final.

Clubs/Organizations may receive up to \$500 total per organization per fiscal year for the student or students representing their organization when such representation is a requirement to maintain membership in their national organization. The amount allocated for this travel will not be included in the \$500 for travel per fiscal year that any of these students may receive individually.

Registration fees for Regional and National conferences shall not apply to the \$500 limit.

Each delegate to the conference must complete and sign a Delegate Contract which details trip itinerary, emergency contact information, compliance with this policy statement, comportment guidelines and academic standing requirements. The Delegate Contract must be kept on file by the funding council and/or ASI Leader and Program Development. Each delegation must complete an Academic Field Trip Participant List form (obtained from the Dean of Students Office or Assistant Dean's Office) and submit a copy of this form, no later than 24 hours prior to the trip, to ASI Leader and Program Development.

Students-at-large (including members of the ASI Executive Officers and ASI Board of Directors when involved in travel not directly related to their leadership roles) who receive ASI fees from a Funding Council or through the ASI Contingency line-item to travel are required to:

- Provide an informational presentation to their academic unit and/or student organization no later than fifteen (15) school days after returning from the conference (the presentation should share information learned at the conference and how the information supports the goals of the academic unit and/or student organization);
- Determine the date, time, and location of the above-mentioned presentation, and provide this information to the Funding Council or ASI Board of Directors during their request for funding;
- Provide a written report to ASI Leader and Program Development (TSU-269) prior to the presentation. The report shall be at least 350 words long and shall summarize the topics/panels/speakers attended and what was learned from them, summarize what will be brought back to the University from the student, and state how CSUF and the Associated Students benefit from the student's attendance to the conference.

ASI Leader and Program Development shall attach the report to the financial paperwork located in the ASI Accounting Office. Each Funding Council shall adopt the above portion of this policy statement as a part of its bylaws concerning the use of ASI fees.

Members of the ASI Executive Officers and ASI Board of Directors when using student fees to travel to a conference as part of their leadership role, are required to do the following within fifteen (15) working days of their return:

- Provide a presentation to their respective board that includes information learned at the conference and how the information supports the missions of the University and the Associated Students, CSUF, Inc.;
- Provide a written summary of the presentation to ASI Leader and Program Development (TSU-269) prior to the presentation. The summary shall be at least 350 words and shall include the information stated previously in this policy statement. ASI Leader and Program Development shall attach the summary to the financial paperwork and submit it to the ASI Accounting Office.

Travel on behalf of ASI is to be undertaken in the most cost-effective manner. ASI will neither pay for nor reimburse travel expenditures for spouses, dependents, or others who are

accompanying individuals conducting business for the organization unless they too are conducting business for the organization.

ASI will reimburse for meals when traveling on ASI business. Actual meal expenses are reimbursable up to \$55 per day. The traveler must submit a spreadsheet itemizing by day each meal that is subject to reimbursement. Supporting original receipts are required. Meals may be claimed only if the travel includes an overnight stay. This is subject to revision when guidelines are revised per Chancellor's office and the University.

Requests for lodging expenses will be administratively reviewed and approved if the costs are reasonable, commensurate with the area, and consistent with the nature and purpose of the program, conference, etc. Lodging receipts are required and must be submitted with the travel expense report. Room rates to be reimbursed will be reviewed in the ASI Accounting Office and must be in accordance with Chancellor's office and University guidelines. Out of State logging will also be reimbursed for reasonable, actual expenses.

In accordance with State of California guidelines and CSU directives, ASI does not fund travel to state with discriminatory laws. A current list of prohibited states is available from ASI Financial Services.

Incidentals shall include the actual rates for parking with required receipts, official business calls over the telephone, and actual cost of ground transportation with required receipts.

2. LINE ITEM TRANSFERS AND TRAVEL

The ASI Finance Committee and/or the ASI Board of Directors must approve all line-item transfers being made into travel (8077). Any line item transfer involving travel below \$500 shall be approved by the Finance committee. All other line item transfers involving travel \$500 or above shall be approved by the Finance Committee and the Board of Directors. After the final Finance Committee and Board of Directors' meetings of the fiscal year, the ASI Vice Chair/Treasurer and the Chair of the Board may approve any line item transfers into travel.

Line-item transfers into Travel will not be considered by the Board of Directors before March 15 of the current fiscal year. Transfers shall not exceed 15% of the current fiscal year's allocated Travel budget. Any line-item transfer made into Travel below \$1,000 shall be approved by the Finance Committee. Line-item transfers made into Travel \$1,000 or above shall be approved by the Finance Committee and the Board of Directors.

DATE APPROVED:	05/08/2018
DATE REVISED:	04/20/2021