



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: 04/19/01
Approved: 05/30/13

ADMINISTRATIVE MANUAL

POLICY 213

ACADEMIC/STUDENT ORGANIZATION TRAVEL

1.0 PURPOSE:

To establish policies and procedures for control of academic/student organization travel sponsorships

2.0 REFERENCES:

A.S.I. Request for Payments or Purchase (RPP) Procedure
A.S.I. Operational Manual
California Administrative Code
Education Code
Corporations Code of the State of California
Board of Trustees of the California State University (applicable policies)

3.0 POLICY:

A.S.I. provides funding for university academic teams/student organizations who engage in academic-related competitions or presentations away from campus. This policy provides the policy and procedure to request financial assistance for team/student organization travel. The funding focuses on academic teams/student organization that participate in competitions which enhance the prestige of the university locally, nationally and internationally.

Specifically participants must:

- Be officially representing Cal State L.A. listed in the conference program
- Be playing a central and active role in the development/creation/organization/presentation said conference.

4.0 DEFINITIONS

None

5.0 PROCEDURES

5.1 Requests for Academic/Student Organization Travel must be made no less than six (6) weeks prior to the date of travel.



- 5.2 Requests for Academic/Student Organization Travel funding are handled on a funds available basis.
- 5.3 A.S.I. will **only** fund two areas of expenses – transportation and lodging.
- 5.4 A.S.I. will **only** fund academic/student organization travel if the University or sponsoring club has underwritten an amount greater than 30% of the total travel cost for the event.
- 5.5 A.S.I. will **only** fund the costs related to student travel. A.S.I. does not fund non-students.
- 5.6 Academic/Student Organization teams requesting funding must be recognized by the Center for Student Involvement.
- 5.7 Student Organization/Teams requesting funding are required to supply the following:
 - 5.7.1 A complete Academic/Student Organization Travel Request form (appendix a)
 - 5.7.2 A letter of support from the host academic Chair/Director
 - 5.7.3 A letter of support from the host academic Dean/Vice President
 - 5.7.4 Information related to the event, location, cost and additional support documentation as appropriate.
 - 5.7.5 Verification of university funding (usually incorporated into the Dean's/Director's and Chair's/Vice President's Letter.)
 - 5.7.6 Upon their return provide an event evaluation and report as to what was accomplished.
- 5.8 All requests for Academic/Student Organization Travel must be heard by the Finance Committee for recommendation to the Board. The Finance Committee shall forward all requests to the Board with either a "For", "Against" or "No Recommendation" for board action.
- 5.9 The Board must approve all academic travel requests by a 2/3 vote.
- 5.10 To process payment, documents related to travel must be submitted no later than 2 weeks after the conclusion of travel to A.S.I. for proper handling and documentation.
- 5.11 Approved participants must be active student members of the club sponsoring their participation.

