



**ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

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**ADMINISTRATIVE MANUAL**

**Policy 214**

**TRAVEL PROCEDURES**

- 1.0 PURPOSE:  
To establish policies and procedures for control of travel expenses and allowances.
- 2.0 POLICY:  
Policies and regulations concerning travel expenses and allowances are under the internal control of the Board of Directors, the Executive Director or the Office Manager in his/her absence.

No travel expense will be paid unless rendered upon a "Travel Expense Claim". All expense claims shall be properly itemized, accompanied by the necessary receipts or vouchers, and will be approved by the Executive Director or approved designee outlined in policy 225.

All travel requests, reimbursements, and claims will be approved and signed within the auxiliary. The exception will be for the Executive Director in which travel approval and reimbursement will be signed by the A.S.I. President or Vice President for Administration, or Vice President for Student Affairs in the President's absence.

Reimbursable and reimbursed travel expenses must be for A.S.I. related business.

All student travelers must be approved by the Board of Directors prior to travel and satisfy one or more of the following:

1. A.S.I. Members: Deemed eligible and in good standings as set forth in the A.S.I. Bylaws, Article II, Section 2, Clause 1-6.
2. Lobby Corp Volunteer: In good academic standings as set forth in the Legislative Affairs and Advocacy Code of Procedures.

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Travel expense claims are to be turned into the A.S.I. Business office no later than seven (7) calendar days after return from the travel. All travel requests and reimbursements require the approval of the Executive Director or approved designee outlined in policy 225.

- 3.0 DEFINITION:  
None
- 4.0 Procedure:
- 4.1 Forms
- 4.1.1 "Reimbursable Travel Request" - Attachment A.
- 4.1.1.1 Authorizes travel. If necessary, a trip advance may be requested using the same form.
- 4.1.1.2 To be submitted to A.S.I. prior to departure.
- 4.1.2 "Travel Expense Claim" - Attachment B.
- 4.1.2.1 Records all expenses; attached are receipts in support of claim.



#### 4.2 Per Diem (Subsistence Allowance) - Attachment D.

The circumstances of travel will determine the rate allowed. Per Diem is used when specific costs of travel are not provided as part of the trip itinerary (such as is provided for a conference).

##### 4.2.1 LODGING

##### 4.2.2 MEALS (The allowance cannot go above the dollar amount noted.)

4.2.2.1 Breakfast: Up to \$15.00 per day

4.2.2.2 Lunch: Up to \$16.00 per day

4.2.2.3 Dinner: Up to \$24.00 per day

4.2.3 TRANSPORTATION: The approved state rate per mile will be paid for the use of one's own vehicle. Car rental and airport shuttle fees are also included in this section.

4.2.4 \$300.00 Open travel claims will be established for each A.S.I. Staff, and A.S.I. Executive positions. To redeeming mileage an "A.S.I. Mileage Travel Form" must be submitted.

4.2.5 INCIDENTALS: Must be itemized. Cabs, buses, telephone calls, toll charges, etc. are included here.

Receipts/vouchers are to be submitted for item of expense and are to be dated and show the nature of expense. Expenditures under \$ 25.00 do not require a receipt to be consistent with university travel policy.

#### 4.3 Convention, Conference, Seminar, or Business Meeting Attendance

It is A.S.I. policy to provide full (100%) funding for travel to such events, that is, total hotel cost, registration, event meal cost, travel and business related incidentals (i.e. internet access, business call, etc). Meals not included in the event itinerary will be reimbursed at per diem rates.

4.3.1 Receipts/vouchers are to be submitted for item of expense.

4.3.2 "A.S.I. Lost Receipt Expense Form" – Attachment C.

4.3.1.1 Record all lost receipts and explanation to support claim(s). This document is submitted to the A.S.I. Executive Director for review and approval.

4.3.1.2 If the expenditure is approved a memo from the Executive Director will be generated authorizing payment. If the expenditure is not approved a memo notifying the requestor will be generated requesting reimbursement to A.S.I. The Executive Director must be consulted in cases where receipts cannot be obtained or have been lost.

4.3.1.3 Habitual misuse of the A.S.I. Procurement Card or U.S. Bank Travel card may lead to loss of card access or privileges. This loss will be determined by the A.S.I. Executive Director.

#### 4.4 Business Related Meals

When it is necessary for A.S.I. officials to conduct official business during a meal, they will be reimbursed for the actual meal expense up to the per diem amount per person.

#### 4.5 Car Rental & Airport Shuttle

When it is necessary for A.S.I. officials to utilize an airport shuttle or car rental for transportation to an airport, they will be reimbursed for the actual expense.



- 4.5.1. Expenses for parking (daytime and overnight shall be allowed while on A.S.I. business.)
- 4.5.2. Expenses for gasoline shall be allowed if it is approved by the Executive Director or approved designee outlined in policy 225. The consideration for approval shall be that the expense shall not exceed the allowable amount available for mileage and/or the trip involves multiple passengers/travelers.
- 4.5.3. The mileage reimbursement rate includes the cost of maintaining liability insurance at the minimum amount prescribed by law and collision insurance sufficient to cover the reasonable value of the vehicle, less a standard deductible. When a privately owned vehicle operated by an employee is damaged by collision or receives other accidental damage, reasonable reimbursement for the deductible imposed by the traveler's insurance company shall be allowed under the following conditions:
  - 4.5.3.1. The damage occurred while the vehicle was being used on A.S.I. business;
  - 4.5.3.2. The vehicle was damaged through no fault of the employee;
  - 4.5.3.3. The amount claimed is an actual loss to the employee which is not recoverable either directly from or through the insurance coverage of any of the parties involved in the accident;
  - 4.5.3.4. The amount of the loss claimed does not result from a decision of an employee not to maintain collision coverage.

#### 4.6 TRAVEL ADVANCES

- 4.6.1 Travel advances may be issued prior to travel upon approval of the A.S.I. and submission of a properly completed "Request for Travel" form indicating request for advancement in Section III.
- 4.6.2 Requests need to be submitted at least two weeks prior to departure. There is no guarantee that travel advances will be available prior to trip departure if the request for per diem travel is not submitted before the two week deadline.
  - 4.6.2.1. If the travel costs exceed the advance, a claim for reimbursement may be filed.
- 4.6.3 The amount of the advance may equal the cost of the anticipated trip.
- 4.6.4 No receipts are required for per diem if a travel advance is approved.
- 4.6.5 If the travel advance is not processed in a timely fashion the travelers may use the Procurement Card or their own money. It is the responsibility of the traveler to track and keep all per diem receipts while remaining within the appropriate allotments.
  - 4.6.5.1 The traveler is to return the receipts, together with the expense claim, to the Executive Director or Office Manager within seven (7) calendar days of return.
- 4.6.6 If the travel costs exceed the advance, a claim for reimbursement may be filed.

#### 4.7 CREDIT CARDS

- 4.7.1 A.S.I. has U.S. Bank Travel corporate credit cards for travel use by professional staff only. Pro Cards are issued to the professional staff and the President of A.S.I. for travel and related expenses. In instances where an employee elects to use his/her personal credit card, reimbursement for charges thereto may be made only upon submission of the charge card receipts to A.S.I. identifying the nature and reason for the charge.
- 4.7.2 Processing payment to A.S.I. Credit Cards is a priority and all receipts must be submitted to the Office Manager on a daily basis or within seven business days of a program or travel.

#### 4.8 STIPULATION

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4.8.1 In the event that the state deems it necessary to institute changes to the travel criteria set forth above, A.S.I. will abide by the rate changes as stipulated by the state's recommendations for reimbursement and travel costs.

4.8.2 In the event that costs exceed the state allowable rate travel will require the approve signature of the Executive Director or the approved designee outlined in policy 225.

## 6 International Travel

4.8 All international travel must comply with CSU and University Policy.

4.9 Approval for international travel must be secured prior to commitments being made. The required signatures include the A.S.I. Executive Director, Vice President for Enrollment Management, Dean of Students, and University President.

4.10The appropriate university forms and supporting documentation must be provided with the request.

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Associated Students, Inc. Travel Procedures – Policy 214

