

~~ACADEMIC~~[1] STUDENT ORGANIZATION TRAVEL

1.0 PURPOSE:

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

2.0 REFERENCES:

- ~~ASIA.S.I.~~ Request for Payments or Purchase (RPP) Procedure
- ~~ASIA.S.I.~~ Administrative Manual
 - ~~Policy 208 Academic/Student Organization Travel~~[2]
- ~~ASIA.S.I. Risk Management~~ Policy 208 ~~Risk Management Policy~~
- ~~ASI Policy 204 Finance Funding Guidelines~~
- Cal State LA Risk Management Field Trip and International Travel Information - <http://www.calstatela.edu/ehs/field-trip-and-international-travel-information>
- California Administrative Code
- Education Code
- Corporations Code of the State of California
- Board of Trustees of the California State University (applicable policies)
- University Insurance Programs - <http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/Riskmgmt/insurance.pdf>

3.0 POLICY:

~~ASIA.S.I.~~ provides funding for ~~university academic teams~~/student organizations recognized by the Center for Student Involvement (CSI) who attend or engage in academic-related or professional development competitions or presentations[3][4] that occur away from off-campus, hereby referred to as travel events. This policy includes the provides the policy and procedure to request ~~ASI funding financial assistance~~ for ~~team~~/student organization travel events. The funding focuses on, but is not limited to, ~~academic teams~~/student organizations that participate in competitions which enhance the prestige of the university locally, nationally and internationally.

Specifically student organization members participants must:

- Be officially representing Cal State L.A. in the travel events conference[5].
- Be attending or playing a central and active role in the development/creation/organization/presentation of said travel event conference.

4.0 DEFINITIONS:

None

5.0 PROCEDURES:

5.1 Requests for ~~Academic~~/Student Organization Travel events must be made no less than three (3) weeks prior to the initial date of travel.

5.2 Requests for ~~Academic~~/Student Organization Travel event funding are handled on a funds available basis.

5.3 ~~ASIA-S-I~~ will only fund ~~two areas of expenses~~—transportation and lodging for travel events under travel costs.

5.4 ~~ASIA-S-I~~ will only fund up to 70% of the academic/student organization travel event costs. At least 30% of the total travel event costs should be funded by ~~if~~ the University or sponsoring student club/organization ~~has underwritten an amount greater than 30% of the total travel cost for the event~~.

5.5 ~~ASIA-S-I~~ will only fund the travel event costs ~~for~~ related to Cal State LA students travel. ~~ASIA-S-I~~ does not fund travel event costs for non-Cal State LA students.

~~5.6 Academic/Student Organization teams requesting funding must be recognized by the Center for Student Involvement.~~^[6]

5.7 Student Organization/~~Teams~~ requesting funding for travel event costs are required to supply the following:

5.7.1 A completed^[7] ~~ASIA-S-I~~ Funding Request Form

5.7.2 A completed ~~C-S-I~~ Event Registration Form with authorized approval from ~~C-S-I~~.

5.7.3 A list of estimates must be submitted in order for the funding proposal to be complete and forwarded to the committee. The estimates must include a specified merchant and price of item/s.

5.7.4 Information related to the event, location, or additional supporting materials as appropriate.

5.7.~~53~~ A letter of support from the host academic ~~Chair~~^[8]/~~Advisor~~/~~Director~~

5.7.~~64~~ A letter of support from the host academic ~~Dean~~^[9]/~~Vice President~~

~~5.7.5 Information related to the event, location, or cost (quotes) and additional supporting materials documentation as appropriate.~~

5.7.~~76~~ Verification of university or club/organization funding (usually incorporated into the ~~Dean's/Director's and Chair's/Vice President's Letters of support~~.)

~~5.7.87 Club Advisor/University Field Trip Supervisor will submit a roster of all travelers and their Field Trip Emergency Information Form prior to travel.~~

5.7.7.1 Field Trip Emergency Information Forms must be submitted to CSI by their specified date.

5.7.7.~~24~~ Field Trip Emergency Information Guidelines -

http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/Riskmgmt/fieldtrip_emerg_info_guidelines.pdf

5.7.7.~~32~~ Field Trip Emergency Information Guidelines Form -

http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/Riskmgmt/fieldtrip_emerg_info_form.pdf

~~5.7.8 Upon their return provide an event evaluation and report as to what was accomplished.~~^[10]^[11]

5.8 All requests for ~~Academic~~/Student Organization Travel must be heard by the Funding Sub-Finance Committee for approval. The Funding Sub-Finance Committee shall forward all requests over \$2000 to the Finance Committee Board with either a “For”, “Against” or “No Recommendation” for Finance Committee action.

5.9 The ~~Funding Sub-Finance~~ Committee can approve all requests including academic travel ~~costs~~requests up to \$2000 with a majority vote.

5.10 To process payment, documents related to travel must be submitted no later than 15 business days~~2 weeks~~ after the conclusion of travel to ASIA-S.I. for proper handling and documentation.

5.10.1 More information can be found in ~~RPP~~ Policy 210 ASI Request for Payments or Purchase (RPP) Procedure.

5.11 Approved participants must be active student members of the club sponsoring their participation.

6.0 POLICY HISTORY:

Approved: 09/07/17

Approved: 04/21/16

Approved: 02/18/16

Approved: 01/21/16

Approved: 11/19/15

Approved: 05/30/13

Approved: 04/19/01