

## ACADEMIC /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~~
- ~~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>

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### 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 events presentations that occur away from off-campus and involve an overnight stay. 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.
- Be attending or playing a central and active role in the development/creation/organization/presentation of said travel event conference.

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### 4.0 DEFINITIONS:

Travel Events - events that occur off-campus and involve an overnight stay. ~~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.~~

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5.6 ~~7~~ Student Organization ~~Teams~~ requesting funding for travel events are required to supply the following:

5.6.1 A complete ~~ASIA-S-I~~ Funding Request Form

5.6.2 A complete ~~C-S-I~~ Event Registration Form with authorized approval from ~~C-S-I~~.

5.6.3 As stated in ASI Policy 204, 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.

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

5.6.5 ~~3~~ A letter of support from the host academic department c ~~Chair/club~~ a ~~Advisor~~ Director

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5.6.6 ~~4~~ A letter of support from the host academic d ~~Dean/associate dean/v~~ ice president ~~5.7.5 Information related to the event, location, pre-cost (quotes) and additional supporting materials documentation as appropriate.~~

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5.6.7 ~~6~~ Verification of university or club/organization funding (usually incorporated into the Dean's/Director's and Chair's/Vice President's Letters of support.)

5.6.8 ~~7~~ Club Advisor/University Field Trip Supervisor will submit a roster of all travelers and their Field Trip Emergency Information Form prior to travel.

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

5.6.8.2 Field Trip Emergency Information Guidelines -

[http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/Riskmgmt/fieldtrip\\_emerg\\_info\\_guidelines.pdf](http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/Riskmgmt/fieldtrip_emerg_info_guidelines.pdf)

5.6.8.3 Field Trip Emergency Information Guidelines Form -

[http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/Riskmgmt/fieldtrip\\_emerg\\_info\\_form.pdf](http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/Riskmgmt/fieldtrip_emerg_info_form.pdf)

5.6.8 ~~8~~ Upon their return provide an event evaluation and report as to what was accomplished.

5.8 All requests for ~~Academic/Student Organization Travel events~~ 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.

5.12 ASI will not fund travel utilizing 15 passenger van.

#### 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