



ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

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:
- ~~ASI-A-S-~~ Request for Payments or Purchase (RPP) Procedure
  - ~~ASI-A-S-~~ Administrative Manual
    - Policy 208 Academic/Student Organization Travel
  - A.S.I. Risk Management Policy 208
  - [Cal State LA Risk Management Field Trip and International Travel Information](http://www.calstatela.edu/ehs/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) - <http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/Riskmgmt/insurance.pdf>
- 3.0 POLICY:  
~~ASI-A-S-~~ 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.
- 4.0 DEFINITIONS:  
Travel Events – Events that occur off-campus and involve and 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.
- 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.
- ~~5.75.6~~ Student Organization/~~Teams~~ requesting funding for travel events are required to supply the following:
- ~~5.7.15.6.1~~ A complete ~~ASIA.S.I.~~ Funding Request Form
- ~~5.6.2~~ A complete ~~CSIC.S.I.~~ Event Registration Form with authorized approval from ~~CSI.~~
- ~~5.6.3~~ As stated in 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.
- ~~5.7.25.6.4~~ Information related to the event, location, or additional supporting materials as appropriate. C.S.I.
- ~~5.7.35.6.5~~ A letter of support from the host academic department cChair/advisor Director
- ~~5.7.45.6.6~~ A letter of support from the host academic dDean/associate dean/Vice President
- ~~5.7.5~~ Information related to the event, location, cost (quotes) and additional support documentation as appropriate.
- ~~5.7.65.6.7~~ Verification of university or club/organization funding (usually incorporated into the ~~Dean's/Director's and Chair's/Vice President's~~ letters of support.)
- ~~5.7.75.6.8~~ 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 the specified due date.
- ~~5.7.7.15.6.8.2~~ Field Trip Emergency Information Guidelines - [http://www.calstatela.edu/sites/default/files/groups/Environmenta%20Health%20and%20Safety/Riskmgmt/fieldtrip\\_emerg\\_info\\_guide\\_lines.pdf](http://www.calstatela.edu/sites/default/files/groups/Environmenta%20Health%20and%20Safety/Riskmgmt/fieldtrip_emerg_info_guide_lines.pdf)
- ~~5.7.7.25.6.8.3~~ Field Trip Emergency Information Guidelines Form - [http://www.calstatela.edu/sites/default/files/groups/Environmenta%20Health%20and%20Safety/Riskmgmt/fieldtrip\\_emerg\\_info\\_form.pdf](http://www.calstatela.edu/sites/default/files/groups/Environmenta%20Health%20and%20Safety/Riskmgmt/fieldtrip_emerg_info_form.pdf)
- ~~5.7.85.6.9~~ Upon their return provide an event evaluation and report as to what was accomplished.
- ~~5.85.7~~ 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 board action.

~~5.95.8~~ The ~~Funding Sub-Finance~~ Committee can approve all requests including academic travel ~~costs~~requests up to \$2000 with a majority vote.

~~5.9~~ 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~~~~5.9.1~~ More information can be found in Policy 210 ASI Request for Payments or Purchase (RPP) Procedure.

~~5.10~~ Approved participants must be active student members of the club sponsoring their participation.

5.11 ASI will not fund travel utilizing 15 passenger van.

6.0 POLICY HISTORY:

- ~~Pending:~~ 11/29/18
- Approved: 08/07/17
- Approved: 04/21/16
- Approved: 02/18/16
- Approved: 01/21/16
- Approved: 11/19/15
- Approved: 05/30/13
- Approved: 04/19/01

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