



ASSOCIATED STUDENTS, INC.  
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LOS ANGELES, CA 90032

*Associated Students, Incorporated*  
*California State University, Los Angeles*

## Administrative Manual

### **Academic Student Organization**

#### **Travel**

#### **Policy 213**

1. Purpose:

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

2. References:

ASI Request for Payments or Purchase (RPP) Procedure  
ASI Administrative Manual o Policy 208 Academic/Student Organization Travel  
ASI 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>  
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. Policy:

ASI provides funding for student organizations recognized by the Center for Student Involvement (CSI) who attend or engage in academic-related or professional development events that occur off-campus and involve an overnight stay. This policy includes the procedure to request ASI funding for student organization travel events. The funding focuses on, but is not limited to, student organizations that participate in competitions which enhance the prestige of the university locally, nationally and internationally.

Specifically, student organization members must:

- Be officially representing Cal State L.A. in the travel events.

-1 of 3-

Associated Students, Inc. Academic Student Organization Travel Policy 213



- Be attending or playing a central and active role in the development/creation/organization/presentation of said travel event.

4. Definitions:

Travel Events – Events that occur off-campus and involve and overnight stay.

5. Procedure:

- 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. ASI will only fund transportation and lodging for travel events.
- 5.4. ASI will only fund up to 70% of the student organization travel event costs. At least 30% of the total travel event costs should be funded by the University or sponsoring student organization.
- 5.5. ASI will only fund the travel event costs for Cal State LA students. ASI does not fund travel event costs for non-Cal State LA students.
- 5.6. Student Organizations requesting funding for travel events are required to supply the following:
  - 5.6.1. A complete ASI Funding Request Form
  - 5.6.2. A complete CSI 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
  - 5.6.4. Information related to the event, location, or additional supporting materials as appropriate
  - 5.6.5. A letter of support from the host academic department chair/advisor
  - 5.6.6. A letter of support from the host academic dean/associate dean/Vice President
  - 5.6.7. Verification of university or club/organization funding (usually incorporated into the letters of support.)
  - 5.6.8. Club/organization Advisor/University Field Trip Supervisor will submit a roster of all travelers.
    - 5.6.8.1. Field Trip Emergency Information Forms must be submitted to CSI by the 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)



5.6.9. Upon their return provide an event evaluation and report as to what was accomplished.

5.7. All requests for Student Organization Travel events must be heard by the Funding Sub-Committee for approval. The Funding Sub-Committee shall forward all requests ~~\$2000~~ and over to the Finance Committee with either a "For", "Against" or "No Recommendation" for board action.

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5.8. The Funding Sub-Committee can approve all requests including academic travel costs ~~below~~ \$2000 with a majority vote.

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5.9. To process payment, documents related to travel must be submitted no later than 15 business days after the conclusion of travel to ASI for proper handling and documentation.

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/organization sponsoring their participation.

5.11. ASI will not fund travel utilizing 15 passenger van.

#### Coronavirus Exception

In March 2020, COVID-19 was declared a global pandemic by the World Health Organization. As a result, there has been a physical closure of the University's on-campus activities and travel beginning March 2020. Since typical ASI funded events can no longer occur due to the previously mentioned closures, ASI will be undermining the following policies.

- Academic Student Organization Travel Policy 213

Since there is considerable amount of uncertainty around the duration of this disruption, ASI will undermine the listed policies until the situation is resolved.

#### Policy History

~~Approved:~~ 11/29/18  
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