



**Associated Students, Incorporated  
California State University, Los Angeles  
Administrative Manual  
Travel Procedures**

**Policy 214**

**1. PURPOSE:**

This policy establishes the control and management of travel expenses and allowances for ASI employees, including part-time student staff, and ASI student leaders when traveling on ASI related business. This policy does not address student club travel, which falls under the University travel policies. Travel may include conventions, conferences, seminars, or business meeting attendance. It is ASI's intent through this policy to provide full (100%) funding for travel to such events, within the approved budgetary allowances, which is inclusive of hotel cost, registration, meal cost, travel, and business-related incidental expenses.

**2. DEFINITIONS:**

**3. REFERENCES:**

ASI Bylaws


ASI Policy 225 Signature Authorization

 Cal State LA Travel Policy

 CSU Travel Policy

**4. POLICY:**

**4.1. Authority and Approval**

 4.1.1. Policies and regulations concerning travel expenses and allowances are under the internal control of the Board of Directors and the Executive Director.

4.1.2. Travel shall be approved well in advance of the travel dates. The employee or Student Leader must complete and submit the Travel Request Form first and include the estimated budget and travel details.

4.1.3. All travel requests, reimbursements, and claims will be approved and signed within the auxiliary, in accordance with Signature Authorization Policy 225. The exception will be for the Executive Director whose travel approval and reimbursement will be signed by the AVP/Dean of Students.

**4.2. Eligibility for Travel**

4.2.1. All students requesting to travel shall be in good academic standing and not have any disciplinary issues.

4.2.2. Employees must be in good standing with ASI and may not have any performance-related issues.

4.2.3. Employees must have the support and approval of their immediate supervisor as well as the Executive Director to travel.

4.2.4. All travelers must have the required paperwork and insurance, and not have any points on their driving record (if driving their own vehicles or rental vehicles)

4.2.5. Students who are minors, shall be required to get their parent or guardian's written approval to travel on ASI related business.

4.2.6. All Student Leaders shall sign a travel agreement whereby they acknowledge their responsibilities as leaders and the consequences for their actions that occur on the trip.



4.2.7. Student leaders traveling shall sign the California State Student Association (CSSA) Participation Contract alongside ASI Executive Director when traveling to CSSA events.

#### **4.3. Travel Budget**

4.3.1. Funding shall be allocated annually in ASI's budget, which is approved by the Board of Directors and the University. The budget may be adjusted during the year in accordance with ASI's financial policies and with approval of the Executive Director and the Finance Committee and/or Board. Funding approval to travel is granted based on the approved operating budget.

#### **4.3.2. Meals During Approved Travel**

4.3.2.1. Maximum reimbursement for individual meals shall be authorized as follows:

4.3.2.1.1. Breakfast 8:00 - 11:00 am: Up to \$15.00 per day

4.3.2.1.2. Lunch 11:00 am – 4:00 pm: Up to \$ 20.00 per day

4.3.2.1.3. Dinner 4:00 – 11:59 pm: Up to \$ 27.00 per day

4.3.2.1.4. The traveler will be responsible for any expenses over the approved amounts listed above.

4.3.2.2. A per diem amount of \$62.00 for meals and \$7.00 for incidentals will be provided each day of travel if the approved travel includes an overnight and no meals are provided at the meeting or conference. The per diem may be provided through a travel advance prior to the trip or reimbursement after the trip. Original receipts must be kept and submitted with the Travel Expense Claim form upon returning to campus. The traveler will be responsible for any expenses over the approved per diem amount.

4.3.2.2.1. The term "incidental allowance" includes but is not limited to expenses for laundry, reasonable gratuities for waiters and baggage handlers, meter parking, and subway tickets. Actual expenditures must be itemized for each travel day.

4.3.2.3. For travel that does not include an overnight stay, the traveler may be approved for meal reimbursements if justification is provided in the Travel Request Form, at the discretion of the Executive Director.

4.3.2.4. Alcohol will not be reimbursed.

#### **4.3.3. Lodging and Accommodations –**

4.3.3.1. ASI shall abide by the maximum lodging allowance established by the State and the CSU for overnight travel (inclusive of the room, taxes, and fees – incidentals will not be covered). A traveler who attends an approved conference where the prearranged conference lodging rate exceeds the maximum allowance, may stay at the conference hotel without additional approval.

4.3.3.2. Other exceptions to lodging rates may be approved in writing by the Executive Director. Sharing rooms is encouraged whenever feasible and appropriate.

4.3.3.3. When a traveler lodges with a friend or relative while on official business for the University, a noncash gift, such as flowers, groceries, or a restaurant meal, may be provided to the host. The type of gift provided should be in compliance with the use rules surrounding the funds used for reimbursement. The actual cost of such a gift may be reimbursed up to \$75. Only one reimbursable gift per stay may be provided to a host.

#### **4.3.4. Transportation:**

##### **4.3.4.1. Personal Vehicle –**

4.3.4.1.1. Individuals traveling by automobile for ASI business must possess a valid driver's license in the State of California or in other state, with the correct class for the type of vehicle driven; and drivers are responsible for carrying and maintaining liability insurance.

4.3.4.1.2. ASI shall use the per-mile reimbursement amount established by the IRS and used by the CSU for a traveler's use of their personal vehicle. This rate takes into account all actual automobile expenses such as fuel and lubrication, towing charges, maintenance and repairs, tires, depreciation, vehicle registration, and insurance. Mileage shall be calculated using the traveler's origin and destination of the trip and the route taken. Travel within a local area also should be indicated; continuous travel between major points, such as from city to city, should be shown separately. Any substantial deviation from the distance shown in a standard highway mileage guide must be explained.



- 4.3.4.1.3. The license plate number of the automobile as well as the name of each person transported in the vehicle shall be stated in the travel paperwork.
- 4.3.4.1.4. Miscellaneous Automobile-Related Expenses -- The driver may claim charges for ferries, bridges, tunnels, or toll roads. Reasonable charges for parking while an employee is on travel status or on ASI business away from regular duties also will be allowed for the following: day parking on trips away from an employee's normal work location and day and all night parking on overnight trips away from an employee's normal work location or residence if free overnight parking is not available.
- 4.3.4.1.5. An employee who regularly uses a private vehicle on ASI business is required to have and provide upon request satisfactory evidence of liability insurance coverage. Regular use of a private vehicle on ASI business is defined as being equal to or greater than once a month or equal to or greater than 12 times annually. When private vehicles are used on ASI business, the traveler shall provide proof of adequate liability insurance coverage. The minimum prescribed liability insurance coverage is as follows:
  - \$15,000 for personal injury to, or death of, one person;
  - \$30,000 for injury to, or death of, two or more persons in one accident; and
  - \$5,000 for property damage.
- 4.3.4.1.6. When a privately owned vehicle operated by an employee is damaged by collision or receives other accidental damage, reasonable reimbursement for repairs incurred by the employee shall be allowed under the following conditions:
  - 4.3.4.1.6.1. The damage occurred while the vehicle was being used on ASI business under an approved travel request;
  - 4.3.4.1.6.2. The vehicle was damaged through no fault of the traveler;
  - 4.3.4.1.6.3. The amount claimed is an actual loss to the traveler, which is not recoverable either directly from or through the insurance coverage of any of the parties involved in the accident;
  - 4.3.4.1.6.4. The amount of the loss claimed does not result from a decision of a traveler not to maintain collision coverage;
  - 4.3.4.1.6.5. The claim is processed in accordance with prescribed procedures.
  - 4.3.4.1.6.6. Expenses that are recouped from insurance are not eligible for reimbursement. The amount reimbursed shall be based on receipts submitted by the traveler to ASI.

#### 4.3.5. Rental Cars

- 4.3.5.1. A vehicle may be rented, when renting would be more advantageous to ASI than other means of commercial transportation, such as using a taxi, Uber, or Lift. Advance reservations should be made whenever possible and an economy or intermediate class vehicle requested. Larger vehicle classes should be used unless a no cost upgrade is provided or if the recommended sizes are not adequate to meet the business purpose of the trip.
- 4.3.5.2. When renting a vehicle, travelers are expected to utilize rental agencies with which the State of California or the University have negotiated contracts that include insurance coverage. The CSU rental agreement with Enterprise is available for drivers who are 21 years old or older. Drivers under 21 years old will be required to rent a vehicle on their own and ASI will reimburse the insured and approved driver. If a traveler rents a vehicle from a non-CSU contracted agency, ASI may reimburse the cost for rental insurance with approval from the ED.
- 4.3.5.3. Reimbursement for gasoline for a rental car shall be allowed. It is strongly encouraged that rental cars be returned with a full tank of gas at a station near the destination. Pre-purchasing fuel is not recommended because the traveler is charged for a full tank of gas regardless of how much gas is actually used.

#### 4.3.6. Air Travel

- 4.3.6.1. The cost for airline tickets shall be allowed at the lowest fare available in coach or economy class. Exceptions may be requested, providing a rationale, and approved by the Executive Director.
- 4.3.6.2. ASI will pay the cost for checked baggage that is considered reasonable and necessary for the business purpose and length of the trip.
- 4.3.6.3. Extra charges required during air travel may be allowed.



#### 4.4. Other Transportation

- 4.4.1. Local public transportation fares (e.g., buses, subway, streetcars) shall be allowed. The cost of shuttle service (including airport car service, if appropriate) to and from an airport or railroad station, plus reasonable tips, is allowable to the extent such service is not included in air or rail fares. Taxi fares and other ride-hailing services, including tips, shall be allowed when the use of public transportation or airport shuttle service is impractical or not available. The cost must be reasonable in relation to personal car use costs, including parking, tolls, etc.
- 4.4.2. Shuttle, Uber, Lift, etc. is allowable ground transportation for short distances when a rental vehicle does not meet the travel needs or budget.
- 4.4.3. Trains and Metrolink travel, if available is allowable if there is a benefit to ASI for the method of travel.
- 4.4.4. Boats, ferry, or other water transportation may also be allowable, with the approval of the Executive Director.

#### 4.5. Other Travel Expenses

- 4.5.1. Registration and Event Fees – Fees for attendance at conferences, conventions, or meetings of professional or learned societies may be included for pre-pay or reimbursement as a part of travel.
- 4.5.2. Business related expenses include: internet and travel booking fees; word processing services; equipment rentals; fax and computer expenses; copy services; overnight delivery/postage; purchase of materials and supplies, when normal purchasing procedures cannot be followed; rental of a room or other facility for the transaction of official business; local and long-distance telephone calls; and laundering, cleaning, or pressing of clothing if a trip exceeds six days.
- 4.5.3. This section identifies various expenses not addressed elsewhere in this policy that are not permitted using ASI funds. Non-reimbursable expenditures can be characterized as those with a personal purpose and will not be reimbursed by ASI. Per California Government Code § 8314 (b)(1), “Personal purpose’ means those activities the purpose of which is for personal enjoyment, private gain or advantage, or an outside endeavor not related to state business.” The following non-reimbursable expenditures are only meant to provide examples of expenses that will not be reimbursed by ASI. Such expenses include but are not limited to personal domestic ATM/credit card fees; fines/citations; clothing and accessories; frequent traveler program participation and points; account fees or deposits for FastTrack (or equivalent) that are not related to individual toll charges; club membership fees; luggage; personal entertainment; personal care; and dependent/pet care.

#### 4.6. Travel Advances

- 4.6.1. Travel advances may be issued prior to travel upon approval of ASI 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 is not submitted under the two-week deadline.
- 4.6.3. The amount of the advance may equal the cost of the anticipated trip.
- 4.6.4. If the travel advance is not processed in a timely fashion, the traveler may use an ASI Purchase Card or their own money. It is the responsibility of the traveler to track and keep all receipts while remaining within the appropriate allotments.
- 4.6.5. The traveler is to return receipts, to the ASI Administrative Coordinator within seven (7) business days of their return.
- 4.6.6. If the travel costs exceed the advance, a claim for reimbursement must be noted on the travel claim.

### 5. DOCUMENTATION REQUIREMENTS

- 5.1. Travel Request Form- The ASI Travel Request Form must be completed and submitted to the employee’s supervisor, or for Student Leaders, submitted to the ASI President, for initial review and approval (in accordance with Policy 225). The estimated travel expenses will be evaluated and the nature of the conference, meeting, or convention. The Executive Director shall have the final approval of the Travel Request.
- 5.2. Travel Expense Claim Form
  - 5.2.1.1. The Travel Expense Claim form shall be used to report the actual expenses for the trip. All expenses shall be properly itemized and accompanied by the necessary receipts.
  - 5.2.1.2. Travel receipts are to be turned into the ASI Staff no later than seven (7) calendar days after return from the travel



- 5.2.1.3. Travel Expense Claims must be submitted within 30 calendar days of completion of the related travel.
- 5.2.1.4. If a receipt was lost or was not provided for a particular travel expense, the traveler shall submit a written memo explaining what the purchase was and why no receipt is provided. The memo will be submitted with the Travel Expense Claim and signed by the Executive Director.

**5.3. International Travel**

- 5.3.1. All international travel must comply with CSU and University Policy.
- 5.3.2. Approval for international travel must be secured prior to commitments being made. The required signatures include the ASI Executive Director and the University President or designee.
- 5.3.3. The appropriate university forms and supporting documentation must be provided with the request.
- 5.3.4. Initial request for international travel must begin at least 90 days before date of departure.

**6. Cancellation of Travel**

- 6.1. As travel plans are often made well in advance, there are times when a traveler may no longer be able to attend the off-campus trip. Notice of cancellation is the responsibility of the traveler and ASI must be informed prior to the departure date. Staff shall submit written notification to the Executive Director and student leaders shall notify the ED and the ASI President and state a reason why they are no longer able to travel for ASI.
- 6.2. Cancellation of travel may result in a loss to ASI as some travel arrangements may not be reimbursable. A traveler may have to reimburse ASI for the loss if the travel was cancelled without a justified reason. The Executive Director shall determine if the rationale provided for the cancellation of travel is justified.
- 6.3. Airfare – Travel by airplane requires tickets to be purchased in the name of the traveler and often times are not reimbursable or transferrable to another person. Therefore, cancelled air travel may require the traveler to reimburse ASI for the cost of the ticket, regardless of whether they are at fault or not, if the ticket cannot be used for another approved ASI business trip. Reimbursement may be requested at the discretion of the Executive Director.
- 6.4. Travel cancelled for other reasons not due to the actions or choice of the traveler, and with the approval of the ED, will not require the traveler to reimburse ASI.

**Policy History:**

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