



**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:  
A.S.I. Request for Payments or Purchase (RPP) Procedure  
A.S.I. Operational Manual  
California Administrative Code  
Education Code  
Corporations Code of the State of California  
Board of Trustees of the California State University (applicable policies)
- 3.0 POLICY:  
A.S.I. provides funding for university academic teams/student organizations who attend or engage in academic-related competitions or presentations away from campus. This policy provides the policy and procedure to request financial assistance for team/student organization travel. The funding focuses on, but is not limited to, academic teams/student organization that participate in competitions which enhance the prestige of the university locally, nationally and internationally.
- Specifically participants must:
- Be officially representing Cal State L.A. in the conference.
  - Be attending or playing a central and active role in the development/creation/organization/presentation said conference.
- 4.0 DEFINITIONS:  
None
- 5.0 PROCEDURES:
- 5.1 Requests for Academic/Student Organization Travel must be made no less than three (3) weeks prior to the date of travel.
- 5.2 Requests for Academic/Student Organization Travel funding are handled on a funds available basis.
- 5.3 A.S.I. will **only** fund two areas of expenses – transportation and lodging.
- 5.4 A.S.I. will **only** fund academic/student organization travel if the University or sponsoring club/organization has underwritten an amount greater than 30% of the total travel cost for the event.
- 5.5 A.S.I. will **only** fund the costs related to student travel. A.S.I. does not fund non-students.



- 5.6 Academic/Student Organization teams requesting funding must be recognized by the Center for Student Involvement.
- 5.7 Student Organization/Teams requesting funding are required to supply the following:
  - 5.7.1 A complete A.S.I. Funding Request Form
  - 5.7.2 A complete C.S.I. Event Registration Form with authorized approval from C.S.I.
  - 5.7.3 A letter of support from the host academic Chair/Director
  - 5.7.4 A letter of support from the host academic Dean/Vice President
  - 5.7.5 Information related to the event, location, cost (quotes) and additional support documentation as appropriate.
  - 5.7.6 Verification of university or club/organization funding (usually incorporated into the Dean's/Director's and Chair's/Vice President's Letter.)
  - 5.7.7 Upon their return provide an event evaluation and report as to what was accomplished.
- 5.8 All requests for Academic/Student Organization Travel must be heard by the Finance Committee for approval. The Finance Committee shall forward all requests over \$2000 to the Board with either a "For", "Against" or "No Recommendation" for board action.
- 5.9 The Finance Committee can approve all academic travel requests up to \$2000 with a majority vote.
- 5.10 To process payment, documents related to travel must be submitted no later than 2 weeks after the conclusion of travel to A.S.I. for proper handling and documentation.
- 5.11 Approved participants must be active student members of the club sponsoring their participation.

6.0 POLICY HISTORY:

- Approved: 04/21/16
- Approved: 02/18/16
- Approved: 01/21/16
- Approved: 11/19/15
- Approved: 05/30/13
- Approved: 04/19/01

