



**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. 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:

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 Cal State LA 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 Club Advisor/University Field Trip Supervisor will submit a roster of all travelers and their Field Trip Emergency Information Form prior to travel.
    - 5.7.7.1 [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
    - 5.7.7.2 [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
  - 5.7.8 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 Finance Committee 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: 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

