



**ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

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**ADMINISTRATIVE MANUAL**

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**Policy 214**

**TRAVEL PROCEDURES**

1.0 PURPOSE:

To establish policies and procedures for control of travel expenses and allowances.

2.0 POLICY:

Policies and regulations concerning travel expenses and allowances are under the internal control of the Board of Directors, the Executive Director or the Office Manager in his/her absence.

No travel expense will be paid unless rendered upon a "Travel Expense Claim". All expense claims shall be properly itemized, accompanied by the necessary receipts or vouchers, and will be approved by the Executive Director or approved designee outlined in Policy 225.

All travel requests, reimbursements, and claims will be approved and signed within the auxiliary. The exception will be for the Executive Director which travel approval and reimbursement will be signed by the ASI President or Vice President for Administration, or Vice President for Student Life in the President's absence.

Reimbursable and reimbursed travel expenses must be for ASI related business.

All student travelers representing Cal State LA, must satisfy one of the following:

1. ASI Members: Deemed eligible and in good standings as set forth in the ASI Bylaws, Article II, Section 2, Clause 1-6.
2. Lobby Corp Volunteer: In good academic standings as set forth in the Legislative Affairs and Advocacy Code of Procedures.
3. All others must be approved by the Board of Directors.

Travel receipts are to be turned into the ASI Business office no later than seven (7) calendar days after return from the travel. All travel requests and reimbursements require the approval of the Executive Director or approved designee outlined in policy 225.

3.0 DEFINITION:

Good Standings: cannot be on either academic or disciplinary probation.

4.0 REFERENCES:

- 4.1 ASI Bylaws
- 4.2 ASI Policy 014 Legislative Affairs and Advocacy Committee (LAAC)
- 4.3 ASI Policy 225 Signature
- 4.4 ASI Policy 110 Training & Development Programs
- 4.5 University Travel Policy
- 4.6 CSU and University International Travel Policy

5.0 Procedure:



## 5.1 Forms

### 5.1.1 "Request for Travel" - Attachment A.

- 5.1.1.1 Authorizes travel. If necessary, a trip advance may be requested using the same form.
- 5.1.1.2 To be submitted to ASI prior to departure. When appropriate future requests for primary travelers can be submitted in the beginning of the fiscal year.
- 5.1.1.3 Approval to travel is based on approved operating budget, university guidelines, and requires Executive Director and ASI President approval, in consultation with the ASI Vice President for Finance.

### 5.1.2 "Travel Expense Claim" - Attachment B.

- 5.1.2.1 Records all expenses; attached are receipts in support of claim 20 business days after travel.

## 5.2 Per Diem (Subsistence Allowance) - Attachment C.

The circumstances of travel will determine the rate allowed. Per Diem is used when specific costs of travel are not provided as part of the trip itinerary (such as is provided for a conference).

5.2.1 LODGING – the allowance must be at or below the annual CSU approved limit unless a request for exception is submitted with the travel request. – Attachment D.

5.2.2 MEALS (The allowance cannot go above the dollar amount noted.)

- 5.2.2.1 Breakfast: Up to \$15.00 per day
- 5.2.2.2 Lunch: Up to \$16.00 per day
- 5.2.2.3 Dinner: Up to \$24.00 per day

5.2.3 TRANSPORTATION: The approved state rate per mile will be paid for the use of one's own vehicle. Car rental and airport shuttle fees are also included in this section.

5.2.3.1 Reimbursement includes the cost of maintaining liability insurance at the minimum amount prescribed by law and collision insurance sufficient to cover deductible. When a privately owned vehicle operated by an employee is damaged by collision or receives other accidental damage, reasonable reimbursement for the deductible imposed by the traveler's insurance company shall be allowed under the following conditions:

- 5.2.3.1.1 The damage occurred while the vehicle was being used on ASI business;
- 5.2.3.1.2 The vehicle was damaged through no fault of the employee;
- 5.2.3.1.3 The amount claimed is an actual loss to the employee which is not recoverable either directly from or through the insurance coverage of any of the parties involved in the accident;
- 5.2.3.1.4 The amount of the loss claimed does not result from a decision of an employee not to maintain collision coverage.



- 5.2.4 An initial Open Travel Claim of \$300 will be established for each ASI Staff, and ASI Executive positions. To redeem mileage, an "ASI Mileage Travel Form" must be submitted with supporting documents.
- 5.2.5 INCIDENTALS: Must be itemized. Examples of incidentals are but are not limited to Taxi cabs, UBER/Lyft, buses, telephone calls, and toll charges.

Receipts/vouchers are to be submitted for each item of expense and are to be dated and show the nature of expense. Meal expenditures under \$ 25.00 do not require a receipt, as is consistent with university travel policy.

### 5.3 Convention, Conference, Seminar, or Business Meeting Attendance

It is ASI policy to provide full (100%) funding for travel to such events, that is, total hotel cost, registration, event meal cost, travel and business related incidentals (i.e. internet access, business call, etc). Meals not included in the event itinerary will be reimbursed at per diem rates.

- 5.3.1 Receipts/vouchers are to be submitted for each item of expense.
- 5.3.2 "ASI Lost Receipt Expense Form" – Attachment D.
  - 5.3.2.1 Record all lost receipts and explanation to support claim(s). This document is submitted to the ASI Executive Director for review and approval.
  - 5.3.2.2 If the expenditure is approved, a memo approved by the Executive Director will be generated authorizing payment. If the expenditure is not approved a memo notifying the requestor will be generated requesting reimbursement to ASI. The Executive Director must be consulted in cases where receipts cannot be obtained or have been lost.
  - 5.3.2.3 Habitual misuse of the ASI Procurement Card may lead to revocation of card access or privileges. This revocation will be determined by the ASI Executive Director.
- 5.3.3 Reoccurring conferences and leadership opportunities include but are not limited to the following:
  - 5.3.3.1 Cal State Student Association (CSSA) – CSSA serves California State University (CSU) students, advocates for student interests, and engages students in public higher education policy making. Each month, ASI sends elected and appointed student leaders to meet and discuss pertinent higher education issues in order to strategize solutions to improve the college experience for students.
    - 5.3.3.1.1 CSUnity brings together nearly 250 student leaders from representing ASI/USU at all 23 CSU campuses for essential trainings related to their position as student advocates. Collectively, CSUnity allows us to pool expert talent from all campuses and areas across California to assist in student training.
    - 5.3.3.1.2 California Higher Education Student Summit (CHESS) is an annual conference hosted by CSSA that empowers students to become change agents in advocating for an accessible, affordable, and quality system of public higher education for all Californians.
      - 5.3.3.1.2.1 Criteria and selection to travel will be determined by deadlines established by the ASI Administrative Office, governing committee code of procedures, or via an approved travel application.



5.3.3.1.2.2 The CSSA Annual Meeting calendar can be used as supporting documentation to process travel requests and claims.

5.3.3.2 Auxiliary Organizations Association (AOA) is made up of the auxiliaries of the 23 campuses in the California State University (CSU) system.

5.3.3.3 Student Affairs Administrators in Higher Education now known as NASPA, is the leading association for the advancement, health, and sustainability of the student affairs profession. We serve a full range of professionals who provide programs, experiences, and services that cultivate student learning and success in concert with the mission of our colleges and universities.

#### 5.4 Business Related Meals

When it is necessary for ASI officials to conduct official business during a meal, they will be reimbursed for the actual meal expense up to the per diem amount per person.

#### 5.5 Car Rental & Airport Shuttle

When it is necessary for ASI officials to utilize an airport shuttle or car rental for transportation to an airport, they will be reimbursed for the actual expense.

5.5.1 Expenses for parking (daytime and overnight shall be allowed while on ASI business.)

5.5.2 Expenses for gasoline shall be allowed if it is approved by the Executive Director or approved designee outlined in Policy 225. The consideration for approval shall be that the expense shall not exceed the allowable amount available for mileage.

#### 5.5 TRAVEL ADVANCES

5.6.1 Travel advances may be issued prior to travel upon approval of the ASI and submission of a properly completed "Request for Travel" form indicating request for advancement in Section III.

5.6.2 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 for per diem travel is not submitted before the two week deadline.

5.6.3 The amount of the advance may equal the cost of the anticipated trip.

5.6.4 No receipts are required for per diem if a travel advance is approved.

5.6.5 If the travel advance is not processed in a timely fashion the travelers may use the Purchase Card or their own money. It is the responsibility of the traveler to track and keep all per diem receipts while remaining within the appropriate allotments.

5.6.5.1 The traveler is to return receipts, to the Office Manager within seven (7) business days of return.

5.6.6 If the travel costs exceed the advance, a claim for reimbursement must be noted on the travel claim.

#### 5.7 CREDIT CARDS

5.7.1 ASI has U.S. Bank purchase cards. Purchase cards are issued to the professional staff, President of ASI, and Executive Director approved ASI members who travel consistently to pay for related expenses. In instances where an employee elects to use his/her personal credit card, reimbursement for charges thereto may be made only upon submission of the charge card receipts to ASI identifying the nature and reason for the charge.

5.7.2 Processing payment to ASI purchase cards is a priority and all receipts must be submitted to the Office Manager on a weekly basis or within seven business days of a program or travel.



5.8 STIPULATION

- 5.8.1 In the event that the state deems it necessary to institute changes to the travel criteria set forth above, ASI will abide by the rate changes as stipulated by the state's recommendations for reimbursement and travel costs.
- 5.8.2 In the event that costs exceed the state allowable rate travel will require the approve signature of the Executive Director or the approved designee outlined in policy 225.

5.9 International Travel

- 5.9.1 All international travel must comply with CSU and University Policy.
- 5.9.2 Approval for international travel must be secured prior to commitments being made. The required signatures include the ASI Executive Director, ASI President, University President designee Vice President for Student Life, and Dean of Students,.
- 5.9.3 The appropriate university forms and supporting documentation must be provided with the request request.
- 5.9.4 A Travel Claim including receipts must be submitted for approval at the conclusion of the trip.
- 5.9.5 Initial request for international travel must begin 60 days before date of departure.

5. Policy History:

BOD Approval:	04/19/18
BOD Approval:	10/05/17
BOD Approval:	04/22/16
BOD Approval:	05/30/13
BOD Approval:	05/15/08
BOD Approval:	05/03/07
BOD Approval:	01/25/07
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