



**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:
- ASI Request for Payments or Purchase (RPP) Procedure
 - ASI 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:
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.
 - Be attending or playing a central and active role in the development/creation/organization/presentation of said travel event.
- 4.0 DEFINITIONS:
Travel Events – Events that occur off-campus and involve and overnight stay.
- 5.0 PROCEDURES:

- 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 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_guide_lines.pdf) - http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/Riskmgmt/fieldtrip_emerg_info_guide_lines.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 over \$2000 to the Finance Committee with either a "For", "Against" or "No Recommendation" for board action.
- 5.8 The Funding Sub-Committee can approve all requests including academic travel costs up to \$2000 with a majority vote.
- 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 sponsoring their participation.
- 5.11 ASI will not fund travel utilizing 15 passenger van.

6.0 POLICY HISTORY:
Pending: 11/29/18
Approved: 08/07/17
Approved: 04/21/16
Approved: 02/18/16
Approved: 01/21/16
Approved: 11/19/15
Approved: 05/30/13
Approved: 04/19/01