

POLICY ON STUDENT TRAVEL FUND

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BACKGROUND AND PURPOSE

Each year, the Associated Students, Incorporated (ASI) sets aside a portion of its budget into the Student Travel Fund. To ensure a fair and impartial basis for awarding grants from this fund, the ASI Policy on Student Travel Fund has been developed. This policy is intended to articulate who is eligible for these awards, what types of travel qualify, and how much can be awarded.

POLICY STATEMENT

It is the policy of the ASI to support student participation in academic or professional conferences. Through the Student Travel Fund, students may apply for funds to attend a conference, or apply for funds to underwrite the transportation expenses and/or conference fees of students who have been invited to present original, scholarly works or performances at academic and professional conferences, institutes, and exhibitions, subject to the following provisions. There are no guarantees that any requests presented to the board will be fully funded.

DEFINITIONS

For purposes of this policy, the terms used are defined as follows:

Term	Definition
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Academic presentation	A paper, lecture, performance, or display prepared for the purpose of demonstrating or advancing knowledge, skills, and abilities in an academic discipline.
Taking an active role	Presenting a paper, performing, lecturing, chairing, or displaying an exhibit
Travel	Time spent away from a student’s classroom or residence for the purpose of taking an active role at a conference or convention.

STANDARDS AND PROCEDURES

1.0 ELIGIBILITY

To be eligible for an award from the Student Travel Fund, a student must be a regularly admitted and enrolled (**matriculated**), fee paying member of the ASI at the time the academic presentation was prepared and application for funding is submitted. No student shall receive more than one travel fund award per semester.

2.0 QUALIFYING PROJECTS

2.1 CONFERENCE PRESENTATIONS

Student Travel grants may be awarded to students who will be taking an active role in the conference or convention they propose to attend. “Taking an active role” is defined as delivering an academic presentation, conducting a performance, serving as a chair or coordinator, or administering an exhibit. In order to qualify for Student Travel grants, in most cases the conference or convention at which the student is to present should feature the following:

- A “call for papers” or other invitation for submissions issued by the conference organizer(s)
- A screening process through which submissions are competitively judged and selected for presentation
- A letter of acceptance, invitation, or other documentation which confirms that the student’s attendance has been requested at the conference or convention

All presentations made possible through award of the Student Travel Fund should represent significant contributions to the student’s educational experience.

Funds cannot be awarded to any project completed as part of a course requirement.

2.1.1 LIMITATION AND USE OF FUNDS FOR CONFERENCE PARTICIPATION

Student Travel grants awarded for Conference Presentations shall be restricted to payment of conference fees, transportation costs, and lodging costs associated with the conference. They may not be used for other purposes, such as meals, trip cancellation, or other related expenses. The fund does not cover initial transportation to the airport or daily ground transportation while at the event site including transportation from the airport to the site hotel. Exceptions to the policy are at the discretion of the Business and Finance Committee. The maximum amount available per student **for both transportation and conference fees combined** shall be as follows:

- Continental United States – up to \$500
- Alaska, Hawaii and International – up to \$600

In the event of multiple authors, the maximum amount available shall not exceed \$1,200 per group. Students who travel in a group are encouraged to use the same modes of transportation to minimize costs.

2.2 CONFERENCE ATTENDANCE

Student Travel grants may be awarded to a student who will be attending but not presenting at a leadership conference, professional development conference, academic decathlon, academic competition or convention, and national organization convention.

2.2.1 LIMITATION AND USE OF FUNDS FOR CONFERENCE ATTENDANCE

Student Travel grants awarded for Conference Attendance shall be restricted to payment of conference fees only. They may not be used for transportation, lodging, meals, parking, or other related expenses. Exceptions to the policy are at the discretion of the Business and Finance Committee. In the event of multiple attendees at a single conference, the maximum amount available shall not exceed \$600 per group of attendees.

3.0 DISTRIBUTION OF FUNDS

Fifty percent (50%) of the annual budget for Student Travel Fund shall be awarded during the fall semester and fifty percent (50%) during the spring semester. For purposes of this policy, Summer Sessions II and III shall be considered part of fall semester; Winter Break and Summer Session I shall be considered part of spring semester.

4.0 APPLICATION

A Student Travel Fund Grant Application must be filled out completely and submitted to the ASI Vice President of Finance's Office (USU-311) **no less than three (3) weeks** before the proposed date of departure. The form must be co-signed by a CSULB faculty member who supports the student's participation in the conference.

In addition to the Student Travel Fund Grant Application form, the student must also submit the following:

- Travel Requirement Notice
- EO 1051 Waiver of Liability form
- A copy of the "call for papers" or other invitation for submissions issued by the conference organizer(s).
- A letter of acceptance, invitation, or other documentation which confirms that the student's attendance has been requested at the conference or convention; and
- A copy of the actual research paper (including an abstract) or other formal representation of the student's work (e.g., a video or audiotape recording of the performance, a photograph of the artwork, etc.).
- A copy of the anticipated travel costs listed under authorized modes of travel.

No application shall be accepted until all required materials are submitted.

5.0 LIMITATIONS ON ASI LIABILITY

Individuals who conduct travel made possible by an award from the Student Travel Fund do so at their own risk and shall acknowledge this fact by signing the EO 1051 Waiver of Liability form. The ASI does not supervise nor assume liability for the performance of such travel, and the provisions of ASI's insurance policies do not cover individuals who engage in such travel.

6.0 AUTHORIZED MODES OF TRAVEL

It is preferred that all students utilize public transportation when conducting ASI funded travel. Students must select the most cost effective mode of travel. In all cases where it is both feasible and practical, the following modes of transportation shall be used:

- **Air Carriers:** Participants in CSU-sponsored air travel on flights regulated by the U.S. Department of Transportation shall be required to purchase life and personal injury insurance in amounts stipulated by the chancellor. (CSURMA provides enrolled students of the CSU with "Student Travel Accident" coverage and a "Foreign Travel Insurance" program is available for purchase to students.) Charter carriers providing CSU-sponsored student air travel shall be required to indemnify and name the CSU as co-insured in policies maintained in minimum amounts to be stipulated by the chancellor.

Students who travel by air on flights which are not regulated by the U.S. Department of Transportation and/or not subject to liability insurance minimums established by the U.S. Department of Transportation shall first obtain trip insurance covering bodily injury and death of the student and for the loss of or damage to property in the maximum amount available for American insurance carriers. ALL students who travel internationally shall be required to obtain such insurance. The cost of such insurance shall be the responsibility of the student.

- **Train:** Only regular carriers may be used.
- **Bus:** Only regularly scheduled or chartered carriers may be used. Chartered carriers must provide certification of insurance to the ASI Executive Director or designee before the student's departure.
- **Personal Automobile:** Travel by automobile may be authorized in those cases where public transportation is either not available or not practical. All travel by automobile must receive authorization from the ASI Executive Director or designee before it is conducted. **Travel by automobile is only permitted when the intended destination is within 300 miles of the University.**

7.0 PROVISIONS OF CALIFORNIA ASSEMBLY BILL NO. 1887

Effective September 27, 2016, California Assembly Bill No. 1887 prohibits ASI from approving a request for ASI funded or ASI-sponsored travel to any state that, after June 26, 2015, has enacted a law that:

- Voids or repeals or has the effect of voiding or repealing, existing state or local protections against discrimination on the basis of sexual orientation, gender identity, or gender expression; or
- Has enacted a law that authorizes or reflects discrimination against same-sex couples or their families, or on the basis of sexual orientation, gender identity, gender expression, as specified, subject to certain exceptions.

For a list of prohibited states, go to <https://oag.ca.gov/ab1887>.

8.0 METHOD OF PAYMENT

Travel Fund awards shall be issued directly to students on a reimbursement basis. Proof of completing travel (i.e., boarding pass, hotel folio, etc.) and proof that travel expenses were incurred by the student, shall be required in order for the reimbursement to be issued.

Reimbursement for travel by automobile requires a printout of the directions to the destination site (e.g., GoogleMaps, MapQuest, Waze, etc.) showing the number of miles driven, as well as proof of attendance at the event. Mileage will be reimbursed at the standard IRS mileage rate for the use of a car driven for business purposes.

9.0 EXPIRATION OF FUNDS

Student Travel Fund grants expire on June 30th of the fiscal year in which they are awarded. Check and cash reimbursement requests submitted after this date will not be honored. Any grants not expended by this deadline will revert to ASI's Retained Earnings account.

ADMINISTRATION

The ASI Vice President of Finance is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed, unless earlier revisions are necessitated by changes in regulations of the California State University Office of the Chancellor.

FORMS

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Student Travel Fund Grant Application	To request an award of funding to pay for transportation expenses associated with the travel	ASI Government Office	Business and Finance Committee	Submit to the ASI Vice President of Finance at least three (3) weeks prior to the proposed date of departure
Travel Requirement Notice	To advise students of the risks associated with air and ground travel	ASI Business Office	Student's faculty advisor	Attach to the Travel Fund Application and submit to the ASI Vice President of Finance at least three (3) weeks prior to the proposed date of departure.
EO 1051 Waiver of Liability	To release the University and ASI from liability for damages suffered as a result of participating in a voluntary extracurricular activity	ASI Business Office	Student participant	Attach to the Travel Fund Application and submit to the ASI Vice President of Finance at least three (3) weeks prior to the proposed date of departure.