

# POLICY ON STUDENT TRAVEL FUND

## CONTENTS

BACKGROUND AND PURPOSE .....	1
POLICY STATEMENT .....	1
STANDARDS AND PROCEDURES .....	2
1.0    DISTRIBUTION OF FUNDS .....	2
2.0    ELIGIBILITY .....	2
3.0    QUALIFYING TRAVEL.....	2
3.1    CONFERENCE ATTENDANCE ONLY .....	2
3.2    CONFERENCE ACTIVE PRESENTATION .....	3
4.0    INTERNATIONAL TRAVEL .....	6
5.0    LIMITATIONS IN LIABILITY .....	6
6.0    GRANT NOTIFICATION.....	7
7.0    METHOD OF PAYMENT.....	7
7.0    EXPIRATION OF FUNDS.....	7
ADMINISTRATION .....	8
FORMS .....	8

## BACKGROUND AND PURPOSE

Associated Students, Incorporated (ASI) provides a wide variety of programs and services intended to enhance the educational experiences of its members, the students of California State University, Long Beach (CSULB). ASI is committed to the development and preservation of a vibrant student community and believes firmly that student engagement plays a vital role in that effort.

Each year, 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 ASI to support students by awarding grants for the attendance and participation in academic or professional conferences.

Through the Student Travel Fund, students may apply for the following funding:

- Conference Attendance Only: conference/registration fees of a student who is attending an academic or professional development conference directly related to their program of study.
- Conference Active Presentation: conference/registration fees, transportation, and lodging of a student who has submitted an abstract/sample of work to be judged for selection consideration and has been invited to present original academic, journalistic, or performative works at an academic or professional development conference directly related to their program of study.

Funding for these grants is provided in part by the mandatory Associated Students fee paid by all students at the time of registration.

Grants awarded from this fund are not intended to cover the entire cost of attending or presenting at a conference, they are intended to assist a student's endeavors, along with their additional source(s) of funding. There are no guarantees that any requests presented to the Business and Finance Committee (BFC) will be funded.

Priority funding consideration will be given to Conference Active Presentation applications for students who are taking an active role in an academic or professional development conference.

Upon receiving a Student Travel Fund application that meets all grant eligibility criteria, the Vice President of Finance will place the grant application on an upcoming Business and Finance Committee agenda and will notify the applicant of the meeting date and time and that they are required to attend to present their request in order to be eligible for the grant award. The Vice President of Finance is authorized to accept a written or video presentation if the applicant is unable to attend the meeting in person.

All ASI grant funding is reimbursement-based. Applicants will be responsible for submitting required reimbursement request documents to the ASI Vice President of Finance within three weeks of returning from travel not to exceed June 30 of the academic year in which it was awarded.

## STANDARDS AND PROCEDURES

### 1.0 DISTRIBUTION OF FUNDS

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

### 2.0 ELIGIBILITY

To be eligible for an award from the Student Travel Fund:

- Applicant 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 was submitted.
- Applications for United States (and its territories and possessions) travel must be submitted no more than three months before and no later than three weeks prior to travel date.
- Applications for International travel must be submitted no more than three months before and no later than six weeks prior to travel date.
- Attendance or presentation at a conference cannot fulfill a CSULB course requirement.
- Attendance or presentation cannot be for enrolling in an instructional class.
- Attendance or presentation cannot be for an award acceptance.
- Applicant may apply for and receive one Student Travel Fund award per semester.
- Applicants must have paid all expenses. Reimbursement cannot be issued to third parties, including University or auxiliary employees.
- Applicant must submit required reimbursement documents within three weeks of returning from travel, not to exceed June 30 of the academic year in which it was awarded.

### 3.0 QUALIFYING TRAVEL

#### 3.1 CONFERENCE ATTENDANCE ONLY

Student Travel Fund grants may be awarded to a student who will be attending but not presenting at an academic or professional development conference directly related to their program of study.

##### 3.1.1 USE OF FUNDS AND AWARD AMOUNTS FOR CONFERENCE ATTENDANCE ONLY

###### USE OF FUNDS

Student Travel Fund grants awarded for Conference Attendance Only will be restricted to reimbursement of conference/registration fees only, unless the cost of the conference fee is associated with an association membership that justifies a joint registration-membership purchase.

###### AWARD AMOUNTS

The maximum funding amount available for conference/registration fees will be as follows:

Individual Student Attendee

- United States (and its territories and possessions) – up to \$150
- International – up to \$200

Multiple Student Attendees (two or more students attending the same conference)

- Each attendee must submit their own application.
- All same conference applications will be reviewed together by the Business and Finance Committee (BFC) for group funding consideration.
- United States (and its territories and possessions) – up to \$150 per applicant, not to exceed \$1000 for the group; funding will be distributed equally among applicants.
- International – up to \$200 per applicant, not to exceed \$1300 for the group; funding will be distributed equally among applicants.

---

3.1.2 APPLICATION FOR CONFERENCE ATTENDANCE ONLY

Applications are available through the Business and Finance Committee (BFC) webpage.

Applicant must submit the following required documents no more than three months before and no later than three weeks before the travel date. The BFC will not accept requests for travel that have already taken place.

NOTE: if traveling outside the United States (and its territories and possessions), the application must be submitted no more than three months before and no later than six weeks prior to the travel date.

- ASI Student Travel Fund application
- EO 1051 Waiver of Liability

NOTE: If a student traveling is under the age of 18, a parent or guardian must approve that student's participation by signing their EO 1051 Waiver of Liability Form.

- CSULB International Travel Information Form (if traveling outside the United States and its territories and possessions).
- CSULB Request for Travel Form (if traveling outside the United States and its territories and possessions).
- Receipt or conference webpage screenshot of conference/registration fees.

---

3.2 CONFERENCE ACTIVE PRESENTATION

Student Travel Fund grants may be awarded to a student who will be taking an active role in an academic or professional development conference directly related to their program of study. "Taking an active role" is defined as delivering a presentation, whether academic, journalistic, or performative (dance, film, music, theatre), or as serving as a facilitator. The presentation should represent a significant contribution to the student's educational experience.

In order to qualify for a Student Travel Fund grant, the conference at which the student is taking an active role should feature the following:

- A “call for abstracts” or a call for other formal representation of the student’s work issued by the conference organizer(s).
- A screening/vetting process through which submissions are competitively judged and selected for presentation.
- A letter of acceptance or invitation which confirms that the student’s submission has been selected and that they have been invited to present at the conference.

---

### 3.2.1 USE OF FUNDS, LIMITATIONS, AND AWARD AMOUNTS FOR CONFERENCE ACTIVE PRESENTATION

#### USE OF FUNDS

Student Travel Fund grants awarded for Conference Presentations will be restricted to reimbursement of conference/registration fees, transportation, and lodging associated with the conference.

#### LIMITATIONS

##### Transportation

##### Air Travel

- The cost of travel from CSULB to the airport and back.
- Does not include ground transportation from airport to hotel, and/or hotel to conference site.
- Daily ground transportation, car rental, and parking costs are not eligible for funding.

##### Automobile

- The cost of travel from CSULB to the conference site and back.
- Travel within 25 miles of CSULB is not eligible for funding.
- Travel by automobile is only permitted when the intended destination is within 300 miles (one-way) of CSULB.
- Automobile transportation expenses will be based on the Internal Revenue Services’ (IRS) current standard business mileage rate <https://www.irs.gov/tax-professionals/standard-mileage-rates>
  - Calculating expenses: Round-trip mileage multiplied by the current IRS standard business reimbursement rate will equal the transportation expense.
- Gasoline/fuel is not eligible for reimbursement.
- Daily ground transportation, car rental, and parking costs are not eligible for funding.

#### Train/Bus

- The cost of travel from CSULB to the train/bus terminal and back.
- Daily ground transportation, car rental, and parking costs are not eligible for funding.

#### AWARD AMOUNTS

The maximum funding amount available for conference/registration fees, transportation, and lodging combined will be as follows:

##### Individual Student

- United States (and its territories and possessions) – up to \$500
- International – up to \$700

##### Multiple authors (two or more authors presenting on the same research)

- Each author must complete their own application.
- All multiple author applications will be reviewed together by the Business and Finance Committee for group funding consideration.
- Students who travel in a group are encouraged to share transportation and lodging to minimize costs.
- United States (and its territories and possessions) – up to \$800 for two applicants; not to exceed \$1200 for three or more applicants; funding will be distributed equally among applicants.
- International – not to exceed \$1100 for two applicants; not to exceed \$1700 for three or more applicants; funding will be distributed equally among applicants.

---

#### 3.2.2 APPLICATION FOR CONFERENCE ACTIVE PARTICIPATION

Applicants must submit the following required documents no more than three months before and no later than three weeks before the travel date. The Business and Finance Committee will not accept requests for travel that have already taken place.

NOTE: if traveling outside the United States (and its territories and possessions), applications must be submitted no earlier than three months and no later than six weeks prior to the travel date.

- ASI Student Travel Fund application
- EO 1051 Waiver of Liability

NOTE: If a student traveling is under the age of 18, a parent or guardian must approve that student's participation by signing their EO 1051 Waiver of Liability Form

- CSULB International Travel Information Form (if traveling outside the United States)
- CSULB Request for Travel Form (if traveling outside the United States)

- Letter of acceptance or invitation which confirms that the student's abstract/formal representation of work has been judged for selection and that they have been invited to present at the conference
- Abstract/formal representation of the student's work (i.e., video/audio recording of performance, photograph of artwork)
- Receipts or website estimate screenshot(s) of the conference/registration fees, travel, and lodging
  - If traveling by automobile, provide a trip planner screenshot (i.e., Google Maps) of mileage and driving directions from CSULB to conference site

#### 4.0 INTERNATIONAL TRAVEL

Travel insurance is required for students traveling outside the United States (and its territories and possessions).

- 1) Applicant must submit the following required documents no more than 3 months before and no later than six weeks prior to international travel date:
  - ASI Student Travel Fund application
  - EO 1051 Waiver of Liability

NOTE: If a student traveling is under the age of 18, a parent or guardian must approve that student's participation by signing their EO 1051 Waiver of Liability Form

  - CSULB Request for Travel Form
  - CSULB International Travel Information Form
- 2) The Business and Finance Committee (BFC) will review the Student Travel Grant application for funding consideration.
- 3) If BFC awards funding, the two CSULB international travel forms are submitted to CSULB Risk Management.
- 4) CSULB Risk Management will vet international travel with the Center for International Education, based on the current U.S. State Department and CSURMA (California State University Risk Management Authority) High Hazardous and War Risk Country List.
- 5) CSULB Risk Management will submit documents first to the University Vice President of Student Affairs and then to the University President for approval consideration.
- 6) CSULB Risk Management will purchase foreign travel insurance after receiving final approval from the University President.
- 7) CSULB Risk Management will contact student and provide them with a Foreign Travel Insurance card.

#### 5.0 LIMITATIONS IN LIABILITY

Individuals who conduct travel made possible by receiving an award from the Student Travel Fund do so at their own risk and will acknowledge this fact by signing the EO 1051 Waiver of Liability form. 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 GRANT NOTIFICATION

The ASI Vice President of Finance will email a confirmation of the Board's funding decision to the applicant within three business days.

## 7.0 METHOD OF PAYMENT

Student Travel Fund awards shall be issued directly to the student on a reimbursement basis in the form of a check.

All expenses must have been paid by the student. Reimbursement cannot be issued to third parties, including University or auxiliary employees.

Applicants will be responsible for submitting the following required reimbursement request documents to the ASI Vice President of Finance within three weeks of returning from travel not to exceed June 30 of the academic year in which it was awarded:

### CONFERENCE ATTENDANCE ONLY

- Conference/registration fee receipt
- Proof of conference attendance (i.e., conference name badge, travel boarding pass, hotel folio)
- Mailing address

### CONFERENCE ACTIVE PARTICIPATION

- Conference/registration fee receipt
- Transportation receipt, if applicable. If travel was conducted by automobile, provide a trip planner screenshot (i.e., Google. Maps) of mileage and driving directions from CSULB to conference site
- Lodging receipt, if applicable
- Proof of conference attendance (i.e., conference name badge, travel boarding pass, hotel folio)
- Mailing address

## 7.0 EXPIRATION OF FUNDS

Student Travel Fund grants expire on June 30 of the fiscal year in which they are awarded. Check 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
<b>Student Travel Fund Grant Application</b>	To request an award of funding to pay for expenses associated with the travel	ASI Government Office	Business and Finance Committee	Submit to the ASI Vice President of Finance  United States (and its territories and possessions): no more than three months before and no later than three weeks prior to travel date.  International:  no more than three months before and no later than six weeks prior to the travel date.
<b>EO 1051 Waiver of Liability</b>	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 applicant	Attach to the Student Travel Fund application and submit to the ASI Vice President of Finance:  United States (and its territories and possessions): no more than three months before and no later than three weeks prior to travel date.  International:

				no more than three months before and no later than six weeks prior to the travel date.
<b>CSULB Request for Travel Form</b>	Provides traveler information, trip details, travel billing, traveler responsibilities, and estimated travel costs.	CSULB Risk Management	Academic Department Chair, the CSULB President, and CSULB Risk Management	Attach to the Student Travel Fund application and submit to the ASI Vice President of Finance no more than three months before and no later than six weeks prior to the international travel date.
<b>CSULB International Travel Information Form</b>	Provides traveler information, emergency contact information, trip details, and U.S. Department Travel Advisory Level.	CSULB Risk Management	Academic Department Chair, the CSULB President, and CSULB Risk Management.	Attach to the Student Travel Fund application and submit to the ASI Vice President of Finance no more than three months before and no later than six weeks prior to the international travel date.