



TRAVEL POLICY

I. NAME

This document shall be called the California State University, Bakersfield (CSUB)-Associated Students, Inc. (ASI) Travel Policy.

II. PURPOSE

This policy is, and will be in effect to provide accountability and responsibility to the CSUB-ASI Board of Directors (B.O.D.) by any and all members officially traveling on behalf of CSUB-ASI.

III. DATE OF EFFECTIVENESS

This policy shall be effective immediately.

IV. AMENDMENTS

This policy may be amended by a 2/3 majority vote of the CSUB-ASI B.O.D.

V. POLICY

- a. Appropriate executive officers, designee and/or staff travel includes: meeting regarding CSUB-ASI Business in relation to or with CSSA, Chancellors Office, meetings for the Board of Trustees, staff meetings, executive meetings with staff, and/or conferences related to student leadership development, professional development, and higher education, all of which has been previously approved through the CSUB-ASI Budget process.
- b. Reimbursement of travel expenses incurred by CSUB ASI Executive Members, members of the B.O.D., and/or staff conducting CSUB ASI business or participating in CSUB ASI approved activities, shall be comparable to the rates provided by the California State University, and must be in compliance with all applicable laws and regulations.
- c. The CSUB ASI President and Vice President of Finance, in collaboration with the CSUB ASI Office Manager (ASI OM), will ensure that travel guidelines are consistent with the California State University. CSUB ASI Executive members who wish to travel must submit a Travel Pre-Authorization three weeks prior to the beginning of the event, and must submit a Travel Claim (TC) to the Vice President of Finance within 48 hours following the last day of the event/return to campus. Regularly

scheduled monthly CSSA conferences require only VP Finance and ASI Advisor approval. All other travel must be approved by B.O.D. Failure to complete the proper forms may result in disqualification and/or denial of such traveling requests.

- d. Travel for ASI Executive Officers or staff which has less than three weeks notice, or is of an emergency nature, will require the approval of no less than the ASI VP of Finance, the ASI Advisor, and the CSUB Dean of Student Life (or Vice President of Student Affairs in the absence of the Dean).
- e. When a CSUB ASI Executive member, B.O.D. member or staff is traveling on CSUB ASI business, he/she shall be entitled to a travel advance for advancement per diem rates to cover breakfast, lunch, and dinner not covered by the conference or meeting registration.
- f. The rates shall be according to California State University's per diem schedule and in compliance with all applicable laws and regulations.
- g. For additional allowable expenses covered but not listed above, please reference the CSUB Travel Policy.
- h. Each ASI Officer and Office Manager will charge only appropriate charges for hotel, gas, or other travel related incidentals to the CSUB JP Morgan credit card and all receipts with explanation are to be turned in within 48 hours.
- i. Failure to comply with the guideline or misuse of travel funds may result in ***disciplinary action and/or the withholding of future travel an/or stipends.***

VI. PROCEDURE

Anyone who receives an advance must complete and submit a Travel Claim Form to the Vice President of Finance within 48 hours following the completion of a trip. If the traveler does not clear the advance within ten (10) days of being notified, Vice President of Finance will send a reminder notice. If the Vice President of Finance receives no responses within thirty (30) days, the matter will be submitted to the Executive Council for review/action. The matter will go before the CSUB-ASI B.O.D. at the next scheduled meeting for review/action.

A. Travel Expenses of 24 hours include:

Lodging (supported by itemized receipt) Actual and reasonable cost

Meals.....	<u>Breakfast:</u> \$10.00
	<u>Lunch:</u> \$15.00
	<u>Dinner:</u> \$25.00

Incidentals (allowance includes but not limited to:

Tips: \$5.00

Note: Incidental expenses may be claimed for whole periods of 24 hours only.

B. Travel Periods of less than 24-hours or extensions beyond 24-hour periods:

Lodging: (when travel extends overnight) Actual and reasonable cost
Breakfast (when travel begins before 7am or ends past 9am).....\$10.00
Lunch (when travel begins before 11am or ends past 1pm\$15.00
Dinner (when travel begins before 4pm or ends past 6pm).....\$25.00

C. Transportation

Air travel may be permitted for official CSUB-ASI business when travel is 300 miles or more away from travelers home. The State Approved travel agency is Uniglobe Travel and should be used when at all possible.

D. Mileage Reimbursement

CSUB-ASI shall adhere to the reimbursement rate used by the California State University and in compliance with all applicable laws and regulations. Use of private vehicles shall be used only when no other option is available. Car rental is permitted for approved travel and rental fees available shall be sought under the state of California rate by an authorized Rental Agency. A charge request shall be submitted.

E. Lodging

1. Lodging for ASI Executives and/or others on ASI business who live within a 30 mile radius of the location of the meeting or conference will not be provided, except when the CSUB ASI is the host of such meeting or conference.
2. Lodging for ASI Executives and/or others on ASI business will be provided for at the rate that is recommended by the hosting campus (in the case of CSSA related traveler by the conference that is being attended). In any other situation, rates for lodging should be sought that are comparable to the discounted state rate.
3. Receipts must accompany all lodging claims. Receipts must be in official company letterhead showing the name of the hotel, address, zip code, date, and the daily rate. CSUB ASI will pay for the hotel room and parking, but will not pay for any incidentals, including but not limited to: room service, tips, pay-per view movies, video games, and mini bar charges.

VII. VIOLATION OF POLICY

It is the responsibility of the ASI President and Vice President of Finance to report any violations of the travel policy to the ASI B.O.D. within the timeline specified above. The B.O.D. may determine unapproved travel expenses to be the sole financial responsibility of the individual who improperly incurred the expenses.

(10/27/06)

Amended and Approved: ASI Board 10/6/06