

ASI/USU Travel Policy

PURPOSE

To outline the procedure for travel reimbursement, travel arrangements, meal allowances, and all information pertaining to travel for Associated Students, Inc. (ASI) and University Student Union (USU) for official business.

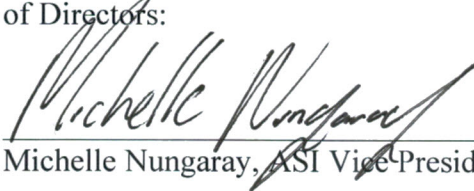
POLICY

In accordance with the requirements of the California State University (CSU), the Associated Students, Inc. (ASI) and the University Student Union (USU) of Stanislaus State assure that funds allocated towards travel are appropriately used, properly authorized, supported by a documented business purpose, substantiated by applicable receipts, correctly processed for payment, and in compliance with all applicable regulations.

This policy was voted on and approved by the ASI Board of Directors on: August 28, 2018

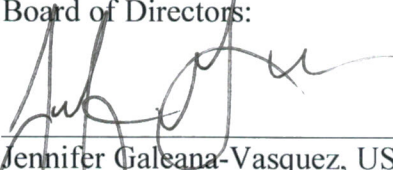
This policy was voted on and approved by the USU Board of Directors on: August 23, 2018

The following signature by the ASI Vice President, verifies the approval of the ASI Board of Directors:


Michelle Nungaray, ASI Vice President

9/6/18
Date

The following signature by the USU Vice President, verifies the approved of the USU Board of Directors:


Jennifer Galeana-Vasquez, USU Vice-Chair

9/6/18
Date

** This policy may be amended by a two-thirds vote of the ASI and USU Board of Directors.*

PROCEDURE

1.0 Reimbursement for Travel

Reimbursement of travel expenses incurred while conducting ASI or USU business shall be the actual cost of the expenses incurred.

2.0 Travel Arrangements

All travel must have prior approval from the traveler's supervisor and the ASI/USU Executive Director.

Upon verbal approval of the travel plans, and ***prior*** to the trip, the traveler must submit all travel information (date, location, times, attendees, etc.) to the USU Administrative Support Coordinator whom makes and prepares all necessary arrangements and submits the travel request(s) through the online Conur system.

Travel requests should be submitted as soon as the traveler is aware of the travel details and has received verbal approval for the trip

2.1 Lodging: The USU Administrative Support Coordinator is responsible for making lodging reservations. If reservations are made at a hotel where the traveler is attending a conference, the conference's special lodging rate must be requested.

2.2 Transportation: Any traveler who will be driving during the trip must have completed a defensive driving course, have a valid driver's license, and have a 1-AORMA form on file. If the traveler will be driving their personal vehicle, proof of current vehicle insurance is required.

2.2.1 *Airline Tickets* – The USU Administrative Support Coordinator is responsible for making airline reservations for all travelers. Payment will normally be made using an ASI or USU credit card. All travel must be at economy or coach class, and special low-cost rates should be used when possible. The traveler may purchase their own airline tickets with reimbursement requested as long as the above guidelines are followed.

2.2.2 *Private Automobile* – Where the claimant is authorized to operate a privately owned automobile, a gas and mileage reimbursement rate that is consistent with that of the State of California's, will be allowed -

Note: Mileage reimbursement includes the cost of gasoline.

2.2.3 *Commercial Automobile Rental* – Reservations for vehicle rentals will be made in advance by the USU Administrative Support Coordinator. The rental charge will be paid using the traveler's ASI or USU Visa card. For student club/org travel, the traveler will pay

with personal funds and submit a reimbursement request through Concur. Medical and/or personal accident insurance is not an allowable business expense, and if purchased shall be the sole responsibility of the traveler.

2.2.3.1 Travelers must be 21 years or older to drive a rental vehicle.

2.2.4 *Shuttle Bus Service*—Shuttle bus services should be used where possible for travel to and from airports instead of taxi service or rental cars.

3.0 Meal Allowances It is expected that travelers use ethical and wise judgment in purchases of meals remembering they are using student funds for their travel. The following are the maximum amounts allowed per meal:

Breakfast - \$10.00

Lunch - \$15.00

Dinner - \$25.00

Wherever possible, travelers should use ASI or USU issued Visa credit cards for travel expenses. All itemized receipts are to be saved and turned in to the USU Administrative Support Coordinator as soon as possible upon return.

4.0 Out of State Travel

All rules for travel apply to travel out of state.

5.0 Out of Country Travel

Travel is reimbursed on actual, reasonable daily expenses consisting of lodging and three meals per day. Original itemized receipts are required.

6.0 Travel of Less Than 24 Hours

When the entire length of a trip is less than 24 hours no meals shall be reimbursed unless the travel includes an “overnight stay” as supported by a lodging receipt. If the traveler is unable to provide a lodging receipt, he or she must include a statement with the Travel Expense Claim explaining why a receipt is not available (e.g., the traveler lodged with a friend or relative, stayed overnight at the airport, or took alternative transportation that required the traveler to be away overnight).

7.0 Reimbursement

To be reimbursed for any business related out of pocket expenses, the traveler must submit original itemized receipts to the USU Administrative Support Coordinator-as soon as possible after the conclusion of the trip. The USU Administrative Support Coordinator will submit an expense report through the Concur system (online) by itemizing all travel expenditures and scanning/attaching all required receipts and documentation. Telephone and/or internet charges are allowable on hotel bills if

documented as business related on the travel claim. In cases where receipts cannot be obtained or have been lost, a statement to that effect shall be certified by the traveler and the reason provided. In the absence of satisfactory explanation, the amount involved may not be allowed. This decision will be made by the ASI/USU Executive Director.

After the trip, regardless of whether or not reimbursement is being requested, the USU Administrative Support Coordinator will submit an expense report via Concur.

Travel Claims must be submitted within 30 days from the return from the trip.

8.0 Meals provided by conference registration fees will not be a covered travel expense.

9.0 No alcoholic beverages will be allowed to be purchased with an ASI or USU credit card or reimburse.

10.0 Phone and internet charges are permitted for work purposes only.

11.0 Traveler Responsibility

Individuals traveling on official ASI or USU business must familiarize themselves with and adhere to the ASI/USU Travel Policy. Travelers must ensure they have documented authorization to travel prior to embarking on the trip and/or prior to making non-cancellable travel arrangements. Travelers must make certain that the business related expenses they incur are ordinary, reasonable, not extravagant, and necessary for the purpose of the trip.

Travelers are expected and required to be judicious and frugal in the use of ASI or USU funds for travel. Travel should be comfortable and as convenient as possible for the traveler, but not extravagant.

12.0 Local Travel

12.1 Blanket Travel Requests: At the beginning of each fiscal year, for those persons whose position may require them to travel locally (to run errands, take day trips, etc.) a blanket travel request will be completed and signed by the traveler, their supervisor, and the Executive Director. This blanket request is valid throughout the fiscal year, and eliminates the need to complete travel paperwork every time an employee travels locally on ASI or USU business. The blanket travel request covers Stanislaus and all adjacent counties.

Note: Although separate travel paperwork is not needed for local travel, verbal permission is required from the employee's supervisor prior to local travel.

12.2 Personal Vehicle Mileage Log: In most cases, an employee's personal vehicle will be used for local travel. To be reimbursed for the travel mileage, the

employee must complete the *Personal Vehicle Mileage Log*, attach a Mapquest printout to confirm the mileage, then give the log to their immediate supervisor. Once signed off by the supervisor and Executive Director, the form is given to the USU Administrative Support Coordinator to be included in the next payroll run. The mileage reimbursement will be included in the employee's next paycheck.

13.0 Approving Authority Responsibility

The authority designated to approve travel expense reports must ensure all expenses are reasonable in terms of price, purpose, and necessity.

14.0 Travel by Clubs and Organizations

Chartered clubs and organizations are required to follow all of the travel guidelines above including the following.

- 14.1 Gas Reimbursement- If the chartered organization chooses, they have the option to be reimbursed for gas only upon submitting all original receipts rather than being reimbursed the mileage reimbursement rate outlined in section 2.2.2.
- 14.2 Stanislaus State Concur Approval Process- The member traveling on behalf of the organization must submit a "Travel Request" through the online Concur system. All travel requests must be authorized prior to departure in order to receive travel reimbursement.
- 14.3 The online request for travel must be approved by the organization's faculty advisor and receive final approval from the ASI/USU Executive Director.
- 14.4 Upon return, an "Expense Report" listing all actual expenses, including any requests for reimbursement, must be submitted through Concur by the Club and/or Organization. The approval process of the reimbursement is the same as the request. All receipts must be scanned and submitted through Concur.