

POLICY ON STUDENT TRAVEL FUND

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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 at 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 ASI 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 from all academic disciplines by awarding grants for 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 student endeavors, along with their additional source(s) of funding. There are no guarantees that requests presented to the ASI Business and Finance Committee (BFC) will receive funding.

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 ASI 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. The applicant(s) will be responsible for submitting required reimbursement request documents to the ASI Vice President of Finance no later than three (3) 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 for travel completed between July 1 to December 31 and fifty percent (50%) during the spring semester for travel completed January 1 to June 30.

2.0 ELIGIBILITY

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

- Applicant must be 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 earlier than three months before and no later than three weeks prior to travel date.
- Applications for international travel must be submitted no earlier than three months before and no later than six weeks prior to travel date.
- Grants cannot be awarded for travel that has already taken place.
- Travel must be directly related to the applicant's program of study.
- Attendance or presentation cannot fulfill a CSULB course requirement.
- Attendance or presentation cannot be for an instructional class.
- Attendance or presentation cannot be for award acceptance.
- Applicant may apply for and receive one Student Travel Fund award per semester.
- Applicant must have paid all expenses. Reimbursement cannot be issued to third parties, including University or auxiliary employees.
- Applicant must submit required reimbursement request documents no later than three (3) 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 limited 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.

Note: if traveling outside the United States (and its territories and possessions), the applicant is required to submit the (2) CSULB International Travel forms to their academic department office no later than eight (8) weeks prior to the travel date. The applicant is responsible for obtaining a copy of the (2) approved forms and including them with the ASI Student Travel Fund application, which must be submitted no later than six (6) weeks prior to the travel date.

- ASI Student Travel Fund application
- Receipt or screenshot of conference/registration fees from the conference webpage
- 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 Forms, if applicable

- CSULB International Travel Information Form
- CSULB Request for Travel Form

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 make a significant contribution to the student’s educational experience.

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 limited to reimbursement of conference/registration fees, transportation, and lodging associated with the conference.

LIMITATIONS

Transportation

Air Travel

Eligible Expenses

- The cost of air travel from the departure airport to the destination airport and back

Ineligible Expenses

- Ground transportation from airport to hotel, and/or hotel to conference site
- Daily ground transportation while at the conference (i.e. rideshare, shuttles, public transportation), car rental, and parking costs

Automobile

Eligible Expenses

- The cost of automobile travel from CSULB to the conference site and back, based on the Internal Revenue Service (IRS) current standard business mileage rate <https://www.irs.gov/tax-professionals/standard-mileage-rates>
To calculate expenses, multiply the round-trip mileage by the current IRS standard business reimbursement rate.
- Travel by automobile is only permitted when the destination is within 300 miles (one-way) of CSULB. Mileage exceeding 300 miles (one-way) is not eligible for automobile travel funding.

Ineligible Expenses

- Travel within 25 miles of CSULB
- Gasoline/fuel
- Ground transportation while at the conference (i.e. rideshare, shuttles, public transportation), car rental, and parking costs

Train/Bus

Eligible Expenses

- The cost of train/bus travel from the departing train/bus terminal to the destination train/bus terminal and back

Ineligible Expenses

- Daily ground transportation while at the conference (i.e. rideshare, shuttles, public transportation), car rental, and parking costs

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 \$800

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 \$1300 for two applicants; not to exceed \$1900 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 (3) weeks before the travel date.

Note: if traveling outside the United States (and its territories and possessions), applicants are required to submit the (2) CSULB international travel forms to their academic department office no later than eight (8) weeks prior to the travel date. The applicant is responsible for obtaining a copy of the (2) approved forms and including them with the ASI Student Travel Fund application, which must be submitted no later than six (6) weeks prior to the travel date.

- ASI Student Travel Fund application
- Letter of acceptance or invitation confirming the applicant'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 applicant's work (i.e., video/audio recording of performance, photograph of artwork)
- Receipt or screenshot of conference/registration fees from the conference webpage
- Receipt or screenshot of air, train, or bus travel estimate from the carrier webpage, if applicable
- Trip planner website screenshot with round-trip mileage from CSULB to conference site for automobile travel, if applicable
- Receipt or screenshot of lodging estimate from the hospitality webpage, if applicable
- 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 Form, if applicable
 - CSULB International Travel Information Form
 - CSULB Request for Travel Form

4.0 INTERNATIONAL TRAVEL

University approval and university issued travel insurance is required for all students traveling outside the United States (and its territories and possessions) for the express purpose of attendance and participation in an academic or professional conference.

- 1) The applicant must submit the following required CSULB forms to their academic college department no later than eight (8) weeks prior to the travel date.
 - CSULB International Travel Information Form
 - CSULB Request for Travel Form
- 2) Travel approval is required from the following university departments:
 - Center for International Education (CIE): the CIE will vet international travel based on the current U.S. State Department and CSURMA (California State University Risk Management Authority) High Hazardous and War Risk Country List.
 - CSULB Vice President of Student Affairs
 - CSULB President
 - Office of Risk Management: will purchase foreign travel insurance and provide the applicant with a digital Foreign Travel Insurance card prior to departure date.
- 3) The applicant is responsible for obtaining a copy of the (2) approved CSULB forms and including them with the ASI Student Travel Fund application, which must be submitted documents no later than six (6) weeks prior to international the travel date.

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(s) 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 be 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 (3) 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 website screenshot (i.e., of round-trip mileage 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 will be scheduled for expenditure three (3) weeks after the travel return date listed by the student on their application, not to exceed June 30 of the academic year in which they are awarded. Funds not spent by this date will be offered to other eligible Student Travel Fund applicants, and reimbursement request documents submitted after this date will not be honored. Any grants not expended by the end of the fiscal year 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 expenses associated with the travel	ASI Government Office	ASI Business and Finance Committee	Applicant must submit form 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.
EO 1051 Waiver of Liability	To release the University and ASI from liability for damage suffered because of participating in a voluntary extracurricular activity	ASI Government Office	ASI Business and Finance Committee	Applicant must attach form 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.
CSULB Request for Travel Form	Provides traveler information, trip details, travel billing, traveler responsibilities, and estimated travel costs.	Applicant's academic department office	Academic Department Chair, the CSULB Vice President of Academic Affairs, the CSULB President, and CSULB Risk Management	Applicant must submit form to their academic department office no later than eight (8) weeks prior to the travel date. Applicant is responsible for obtaining a copy of the approved form and including it with the ASI Student Travel Fund application no later than six (6) weeks prior to the travel date.
CSULB International Travel Information Form	Provides traveler information, emergency contact information, trip details, and U.S. Department Travel Advisory Level.	Applicant's academic department office	Academic Department Chair, the CSULB Vice President of Academic Affairs, the CSULB President, and CSULB Risk Management.	Applicant must submit form to their academic department office no later than eight (8) weeks prior to the travel date. Applicant is responsible for obtaining a copy of the approved form and including it with the ASI Student Travel Fund application no later than six (6) weeks prior to the travel date.