

# Student Travel Fund

---

<b>PURPOSE .....</b>	<b>1</b>
<b>POLICY STATEMENT .....</b>	<b>1</b>
<b>WHO SHOULD KNOW THIS POLICY .....</b>	<b>2</b>
<b>DEFINITIONS .....</b>	<b>2</b>
<b>REGULATIONS .....</b>	<b>2</b>
1.0 ELIGIBILITY .....	2
2.0 QUALIFYING PROJECTS .....	2
2.1 <i>Conference Presentations</i> .....	2
2.1.1 Limitation and Use of Funds for Conference Presentations .....	3
2.2 <i>Conference Attendance</i> .....	3
2.2.1 Limitation and Use of Funds for Conference Attendance .....	3
4.0 DISTRIBUTION OF FUNDS .....	3
5.0 APPLICATION .....	3
6.0 LIMITATIONS ON ASI LIABILITY .....	4
7.0 AUTHORIZED MODES OF TRAVEL .....	4
8.0 METHOD OF PAYMENT .....	4
<b>FORMS .....</b>	<b>5</b>

## Purpose

Each year, the Associated Students, Incorporated sets aside a portion of its budget in the Student Travel Fund. To ensure a fair and impartial basis for awarding grants from this fund, the ASI Policy on Student Travel Funds 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 Associated Students, Incorporated to support student participation in academic or professional conferences. Through the Student Travel Fund, the ASI shall underwrite part of the transportation expenses 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.

## Who Should Know This Policy

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Budget Area Administrators | <input checked="" type="checkbox"/> Elected/Appointed Officers | <input checked="" type="checkbox"/> Grant Recipients |
| <input type="checkbox"/> Management Personnel       | <input checked="" type="checkbox"/> Program Advisors           | <input type="checkbox"/> Staff                       |
| <input type="checkbox"/> Supervisors                | <input type="checkbox"/> Volunteers                            |  |

## Definitions

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

Term	Definition
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, 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.

## Regulations

### 1.0 Eligibility

To be eligible for an award from the Student Travel Fund, a student must be a regularly admitted and enrolled, fee-paying member of the Associated Students, CSULB at the time the application for funding is submitted. No student shall receive more than one travel fund award per academic presentation.

### 2.0 Qualifying Projects

#### 2.1 Conference Presentations

Student Travel Funds 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. In order to qualify for Student Travel Funds, the conference or convention at which the student is to present must 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 Presentations

Student Travel Funds awarded for Conference Presentations shall be restricted to payment of conference fees and transportation costs to and from the event site. They may not be used for other purposes, such as lodging, meals, parking, or other related expenses. The fund does not cover initial transportation to the airport or daily ground transportation while at the event site. Exceptions to the policy are at the discretion of the Board of Control. The maximum amount available per student shall be \$450. In the event of multiple authors, the maximum amount available shall not exceed \$900 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 Funds may be awarded to student who will be attending but not presenting at leadership conferences, professional development conferences, academic decathlons, academic competitions or conventions, and national organization conventions.

##### 2.2.1 Limitation and Use of Funds for Conference Attendance

Student Travel Funds 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 Board of Control. The maximum amount available per student shall be \$50. In the event of multiple attendees at a single conference, the maximum amount available shall not exceed \$500 per group of attendees.

#### 4.0 Distribution of Funds

Fifty percent (50%) of the annual budget for Student Travel Funds 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.

Student Travel Funds shall only be awarded for travel occurring in the current fiscal year. In no instance shall travel funds be awarded for travel in a future fiscal year.

#### 5.0 Application

A Student Travel Fund Application must be filled out completely and submitted to the ASI Treasurer'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 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.)

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

## 6.0 Limitations on ASI Liability

Individuals who conduct travel made possible by an award from the Student Travel Fund shall do so at their own risk. The Associated Students, Incorporated 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.

## 7.0 Authorized Modes of Travel

It is preferred that all students utilize public transportation when conducting AS 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: Only airlines approved by the Chancellor’s Office may be used. This includes most domestic commercial airlines.
- 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.

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.

## 8.0 Method of Payment

Unless alternative arrangements are requested, all Student Travel Fund awards shall be issued on a reimbursement basis and shall be mailed to the applicant’s home address.

## Forms

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

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Travel Fund Application	To request an award of funding to pay for transportation expenses associated with the travel	A.S. Government Office	Board of Control	Submit to the A.S. Treasurer 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	A.S. Business Office	Student's faculty advisor	Attach to the Travel Fund Application and submit to the A.S. Treasurer 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	A.S. Business Office	Student participant	Attach to the Travel Fund Application and submit to the A.S. Treasurer at least three (3) weeks prior to the proposed date of departure.