

# Student Travel Fund

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## 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 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 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

Student Travel Funds shall be awarded only 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. Mere attendance at a conference or convention shall not qualify.

Funds cannot be awarded to any project completed as part of a course requirement.

### 3.0 Limitation and Use of Funds

Student Travel Funds shall be awarded for transportation costs only and may not be used for other purposes, such as lodging, meals, conference fees, or other related expenses. 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.

### 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 Authorization Request
- 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. 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 Controller before the student's departure.
- Taxis, rental cars, and when necessary, airport shuttles may be used for travel between airports or railway stations and hotels and activities.

Travel in privately owned vehicles may be authorized in those cases where public transportation and state-owned vehicles are either not available or not practical. All travel in privately owned vehicles must receive authorization from the ASI Controller before it is conducted.

## 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 Authorization Request	To obtain approval to travel as a representative of CSULB.	A.S. Business Office	Controller	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
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