

ASI Travel Training

Individual Travel Support/Funding:

Active Participants-\$750

Active participants are those who present, volunteer, or have an active role at the conferences

Inactive Participants-\$500

Inactive participants are those who attend but don't present

Travel Cap

Students have a travel cap of \$500, not including registration

What can be funded?:

Registration, transportation, lodging, vehicle, and airfare can be funded

For transportation, it includes train, bus, taxi, Uber, or Lyft

It only includes transportation to hotel and conference/competition

For lodging, it includes **only** hotel and motel and parking

Does not include room service

For vehicle, it includes rental vehicle and personal vehicle

For rental vehicle, it includes the rental price

For personal vehicle, it includes mileage (\$0.56/mile)

For airfare, it includes the flight (economy/coach) and bag fees

What can't be funded?:

- Food/incidental costs, international travel, and travel to any applicable banned states is not funded
- For food/incidental costs, it includes room service, broken items, and any food purchased on the trip

Banned States:

Alabama, Arizona, Arkansas, Florida, Georgia, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Mississippi, Missouri, Montana, Nebraska, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, Utah, West Virginia, and Wyoming

****EFFECTIVE SEPTEMBER 14, 2023, AB 1887 (Travel Ban) HAS BEEN REPEALED BY SB 447. Funding is available to all 50 states.****

Travel Funding Requests:

The documents needed are:

1. **Allocation Request Form:** <https://asicsuf.wufoo.com/forms/asi-executive-senate-allocation-request-2324>
 - a. The form will be edited to fit lodging, airfare, etc.

2. **ASI Executive Senate Travel Request:** https://hss.fullerton.edu/students/icc/icc_pdf/17-18/ExecSenateTravelRequest.pdf
3. **ASI Delegate Contract and Travel Waiver:** <https://asi.fullerton.edu/wp-content/uploads/2021/11/Delegate-Contract-and-Travel-Waiver.pdf>
4. **CSUF Release of Liability Waiver:** <https://asi.fullerton.edu/wp-content/uploads/2021/11/COVID-Travel-Acknowledgement.pdf>
5. **COVID Travel Acknowledgement Form:**
6. **Pre-Travel Documents Form**
 - a. This must be filled out before departing but after approved by the council. I will send it to through email once the council approves the travel proposal.

Travel Reimbursement:

Documents needed to get reimbursement:

1. Check Request Form
 - a. Don't worry about this, I will fill it out :)
2. Delegate Contract Form
 - a. This form would've already been filled out
3. Executive Senate Travel Form
 - a. This form would've already been filled out
4. Receipts
 - a. Include:
 - i. Lodging Receipts: You must submit the final folio, booking reservation, and parking receipts (not all will apply)
 - ii. Vehicle Rental Receipts: You must submit the rental agreement receipt and gas receipts
 - iii. Personal Vehicle Receipts: You must submit Google maps directions to get the accurate mileage
 - iv. Flight Receipts: You must submit boarding passes, get a screenshot or a picture
 - v. Train/Bus Transportation Receipts: You must submit the ticket cost and bag fees
 - vi. Taxi, Uber, Lyft Transportation Receipts: You must submit the receipt
5. Written Report
 - a. Must provide a written summary with a reflection of their experience at the conference

Important Transportation Information:

1. If you plan to use your personal vehicle or a rental vehicle, you need to be authorized 2 weeks before
 - a. You need:
 - i. A copy of a valid driver's license

- ii. A copy of a valid car insurance
 - iii. To complete the ASI Driving Authorization Form:
https://hss.fullerton.edu/students/icc/icc_pdf/17-18/AuthorizationToDrivePrivatelyOwnedRentedVehicle.pdf
 - iv. To complete the Defensive Driver Program, information is listed here:
<https://training.fullerton.edu/AssignedComplianceTrainings.php>
2. If you plan on driving your own personal vehicle you must be aware of the driving limits:
- a. North: San Francisco/Sacramento area
 - b. South: San Diego/ International Border
 - c. East: Phoenix/ Tucson area