



# ASSOCIATED STUDENTS INC. TRAVEL POLICY

## 1. COMPLETE "AUTHORIZATION TO TRAVEL" FORM

**Policy:** Authorization - Business related travel to seminars, conferences, events, public meetings, including IRA business, requiring an overnight stay requires advance approval *from the authorized signers*. *ASI staff travelers must obtain approval from the ASI Executive Director*. This approval can be obtained by the prospective traveler by completing the form "Request for Authorization to Travel." If the *Approving Authority* does not feel the travel should be authorized they will explain their reason for denial in the appropriate space on the form, make a copy for the *prospective traveler* and retain the original.

## 2. CASH ADVANCE TO TRAVELER

A "Request for Authorization to Travel" form must be completed in full and submitted to the approving authority and then attached with the "Estimated Travel Expenses" form and a disbursement request to the Business Office within 10 working days prior to travel.

## 3. EXPENSE CLAIM FORM

**Policy:** Expenses - All expenses must be reasonable and necessary. Any expenses that appear to be "excessive" will be reduced to an amount which is "reasonable" given the facts and circumstances of the situation. Travel arrangements should be scheduled so as to utilize the least expensive mode of transportation. Consideration should also be given, if possible, to minimizing the amount of time devoted to traveling. Expenditures for bar bills, side trips and personal items shall not be authorized.

Guidelines for maximum amounts: As stated above all expenses must be "reasonable" and not "excessive." However, the traveler does not control at many times the cost of lodging. A conference takes place at certain hotel and the traveler is required to stay at that hotel. Therefore, hotel charges will be reimbursed for the reasonable actual amount when the traveler cannot control the place of stay, *or an amount determined by budget constraints whichever is less*. In areas where the traveler can exercise discretion, lodging reimbursement shall not exceed the current guidelines. This rate is adjusted periodically. See Appendix A for current guidelines for various travel expenses.

Again, there may be circumstances that the traveler cannot control, such as a general admissions price to a business lunch, as long as the admission price is "reasonable" it shall be reimbursed at 100%.

The traveler is also allowed reimbursement for small "incidental" expenses. These would include, but not be limited to one personal phone call of short duration on arrival at destination and "emergency" personal phone calls of short duration, tips to porters, parking lot attendants, etc.

Partial day travel has the following limitations:

- a. No lodging is allowable.
- b. No lunch reimbursement is allowable, unless the employee attends a function where a general admission is charged.
- c. Breakfast and dinner reimbursements are allowed only if the following applies:
  1. For breakfast if the travel begins before 7 a. m.
  2. For dinner if the travel extends past 6 p. m.

## 4. SUBMISSION OF CLAIMS

**Policy:** Receipts should be obtained for all large expenditures, such as, lodging, travel tickets, and meals. It is permissible to submit small items of less than \$5.00 without a receipt, such as porters' tips, telephone calls, etc. However, it is encouraged that receipts be obtained for all expenses.

Submission of claims – travelers are required to submit expense claims for the authorized travel within 10 working days after their return from the event, seminar, conference, etc. If the traveler fails to submit the expense claim within the 10-day period then the traveler will not be eligible for a future advance.

## 5. USE OF PERSONAL VEHICLE - PROOF OF AUTO LIABILITY INSURANCE REQUIREMENT

**Policy:** Use of Personal Vehicle - If an employee or authorized volunteer drives their own personal vehicle, they must submit proof of personal automobile liability insurance with coverage and limits that meet California's minimum requirements. Any auto accident shall be reported immediately to the proper authorities and to the individual who authorized the travel. The mileage reimbursement rate shall be the same as the IRS standard mileage rate. This rate is adjusted periodically, see Appendix A.

Approved By: ASI Senate Date: 11/15/07
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