

TRAVEL POLICY

I. NAME

This document shall be called the Travel Policy.

II. PURPOSE

This policy is in effect for Associated Students (AS) employees and representatives to ensure that all those who travel follow proper guidelines for cost efficiency and control. This policy is in conformity with Federal Internal Revenue Service (IRS) regulations and is generally comparable to the California State University, Chico (CSU, Chico) Travel Policy.

It is the policy of the AS to reimburse employees, and other AS representatives, who travel on AS business for their authorized, business related expenses in accordance with the guidelines set forth below.

III. DATE OF EFFECTIVENESS

This policy shall be effective upon approval of the AS Board of Directors (BOD).

IV. AMENDMENTS

This policy may be amended by a 2/3 vote of the AS BOD.

V. GUIDELINES

A. AUTHORIZATION TO TRAVEL AND TRAVEL ADVANCE

Travel authorization must be received by the AS Financial Services Office prior to any AS-related trip, even if the trip will have no associated expenses. The traveler must refer to the established travel procedures for required forms, necessary approvals and timeframe for submission of paperwork. The AS will not be responsible or liable for any expenses or injuries on trips that have not been previously authorized and for which all required forms have not been completed and submitted.

B. TRAVEL EXPENSE REPORT

Upon completion of an AS-related trip where expenses were incurred, a travel expense report must be submitted to the AS Financial Services Office. The traveler must refer to the established travel procedures regarding required forms, necessary approvals, and timeframe for submission of paperwork.

C. REIMBURSEMENT RATES

Rates for subsistence allowances (actual meal expense and incidental allowance) will be comparable to CSU, Chico reimbursement rates.

When the entire length of the trip is less than 24 hours, actual meal expenses and the incidental allowance will not be reimbursed unless the travel includes an overnight stay as supported by a lodging receipt.

Activity Fee and Student Union programs may establish set reimbursement rates that are less than provided by this document.

D. TRANSPORTATION EXPENSES

Airlines – AS travelers requiring air transportation must use regularly scheduled commercial airlines.

Automobiles – Use of AS Vehicles and private vehicles used for AS business shall be in conformity with the AS Vehicle Usage Policy. Reimbursement for use of private automobiles on official AS business will be consistent with the CSU, Chico mileage reimbursement rate, not to exceed the IRS annual published mileage rate. Rental vehicles may be utilized with the area supervisor’s approval.

E. STUDENT AIR TRAVEL

The CSU, Office of the Chancellor, Executive Order No. 590 and any Executive Order which succeeds or replaces No. 590 shall be considered a part of the guidelines of this policy.

Students traveling by air must use airlines in conformity with campus and AS policy. A copy of Executive Order No. 590 is attached.

F. TRAVEL BY VOLUNTEERS

Volunteers who travel on an AS-related trip are required to follow the guidelines set forth in this policy as well as the established travel procedures. Volunteers may be reimbursed for their authorized travel expense as provided by this policy with the option that the AS or its individual departments may choose to either (1) not provide reimbursement or (2) establish reimbursement rates that are less than those provided by this policy.

Reimbursement to volunteers for the use of private automobiles will be provided at the discretion of the AS. AS reimbursement rates will not exceed the IRS published mileage rate as detailed in IRS Publication 526, Charitable Contributions.

G. REIMBURSEMENT

No reimbursement will be made by the AS to the traveler until all of the above guidelines have been met and corresponding procedures are followed. If these established guidelines or procedures are not followed, reimbursement may not be made, future travel may be denied and disciplinary action may occur. Failure to submit the required forms and the appropriate documentation as directed by this policy or the established procedures could also result in taxable income to the traveler (reported on IRS Form W-2 or 1099-Misc) as required by IRS regulations.

H. CARBON OFF-SETS

The AS is committed to reducing its carbon footprint. Therefore, a calculation will be made for all air and auto travel to determine the amount of carbon dioxide emitted as a result of travel. The carbon footprint will be measured in metric tons of carbon dioxide at a rate determined by the BOD. The travel expense forms will include the estimated metric tons and carbon off-set cost. In an effort to promote sustainable transportation, cars carrying at least three people will have a reduced cost for the carbon offset.

All funds generated from the carbon off-sets program will be under the direct purview of the BOD for allocation to on-campus sustainable projects (as determined by the BOD).

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