

## ASI Student Conference Travel Funding Policy

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### PURPOSE

Each year, ASI sets aside part of its budget to help students attend academic and professional development conferences. This policy explains who can apply, what types of travel are covered, and how much funding is available. It also ensures a fair and transparent process for awarding these funds.

### POLICY

#### Eligibility

1. Must be an enrolled and regularly matriculated CSUEB student.
2. Must have paid the ASI fee through tuition.
3. Must be in good academic and disciplinary standing with the University. (As defined by the university)
4. The conference or event must support your academic, professional, or personal development.
5. Must submit their application online 6 weeks or 42 Business days prior to their travel date.
6. Any CSUEB inter-departmental-related conferences will not be funded.
7. ASI will follow all CSU, state, and federal travel restrictions.
  - a. **Out-of-state travel** must be approved by the Vice President for Student Affairs at least 30 days before travel.
  - b. **International travel** must be approved by the University President at least 45 days before travel.



8. It is the student's responsibility—and the ASI Finance Committee's—to verify that the planned travel is allowed by the State of California.

<https://oag.ca.gov/ab1887>

### Guidelines and Requirements

1. Submit the completed ASI Student Conference Travel Funding application on BaySync.
2. Meet with the ASI Executive Board Assistant for a consultation.
3. Must complete the "Request for Authorization to Travel" form.
4. If renting a car:
  - a. Must complete Defensive Driving Training
  - b. Rent through Enterprise Car Rentals, which will be discussed during the consultation with ASI Executive Board Assistant
5. Present your request at an ASI Finance Committee meeting, explaining how the event supports your academic or professional goals.
6. If approved, you must create a project or presentation to give back to the CSUEB community.
7. The Finance Committee will set the deadline for your project or presentation prior to approval.
8. International travel must be approved by the University President at least 6 weeks in advance and requires travel insurance through Risk Management.
9. After review, the VP of Finance/CFO will update the ASI Board of Directors on the decision.
10. Funding will not be awarded for projects that are part of a class requirement (unless an exception is approved by the Finance Committee).
11. You must submit:

  
*"Students working for Students!"*



- a. Name, Net-id, horizon email
  - b. Signed print of the ASI Liability form of every member attending the conference.
  - c. Proof of an appointment with the ASI Executive Board Assistant (email screenshot, etc.)
12. Club funding may not come from other budgets for ASI
  13. If approved, submit a 300–500 word report after attending the event. Groups may submit one joint report or give a presentation to the Board.
  14. The ASI Finance Committee reserves the right to vote to increase/decrease funds based on budget allocation for the fiscal year in regard to the amount of funding given to a student(s).
  15. ASI reserves the right to deny requests that don't follow the guidelines.
  16. ASI reserves the right to have its logo published or printed on promotional items

### Limitations and Use of Funds

#### Individual Travel Funding Request Requirements

1. A student can receive up to **\$500** per academic year for **in-state** travel
2. A student can receive up to **\$1,000** per academic year for **out-of-state** travel
3. **Lodging** can be covered up to **\$275 per night**

#### Group Funding Request Requirements

1. For **in-state conferences**, up to **4 students** can receive **\$375 each**, with a total group limit of **\$1,500**.  
*Example:* If 2 students attend, each can get up to \$375 (total \$750). If 3 attend, each can still receive up to \$375 (total \$1,125).
2. For **out-of-state conferences**, up to **4 students** can receive **\$500 each**, with a total group limit of **\$2,000**.



*Example:* If 2 students attend, each can get up to \$500 (total \$1,000). If 3 attend, each can get up to \$500 (total \$1,500). **3.** No more than **4 students** will be funded for the same conference in a single academic year.

**4.** Funding covers **transportation, lodging, and registration fees only—food is not included**

**5.** ASI is not responsible for handling travel reimbursements.

### Allocation of Funds

The funds will be distributed on a first-come first served basis. Furthermore, each student or group can be awarded funding once per academic year. If you attend the same conference again next year, you must reapply—**funding is not guaranteed or automatic.**

### Method of Payment (or this could be Distribution of Funds)

Once approved for the Conference Travel Scholarship, ASI will handle booking for registration, travel, transportation, and lodging—**up to the approved funding amount.** Any additional costs are the student's responsibility.

Students must provide **proof of conference attendance** and submit their **registration receipt** along with any other conference-related receipts after returning.

**Important:** ASI is **not responsible** for any expenses paid by students **before approval** or for anything **not booked through ASI.**

### Method of Payment (or this could be Distribution of Funds)



**If You Pre-Paid Any Expenses:**

Once you're approved for the Conference Travel Scholarship, follow these steps:

- a. Contact the ASI Board Administrative Assistant for next steps
- b. Keep and submit all receipts for reimbursement
- c. Reimbursement processing time may vary for each student

**Student has not pre-paid any expenses:**

**After Approval – What ASI Covers:**

- a. ASI will book and pay for your conference registration, travel, transportation, and lodging—**up to the approved amount.**
- b. Any costs beyond that amount are your responsibility.
- c. You must submit **proof of attendance** and your **registration receipt** along with other conference receipts after returning.

**Important:** ASI is **not responsible** for any expenses made **before approval** or for anything **not booked through ASI.**

Authored by:

Revised/Approved by the ASI Executive Committee on August 6, 2025



ASI President/CEO does hereby [] *approves* / [  ] *refuses to approve* this policy.

*London Deguzman*

London Deguzman (Sep 25, 2025 15:16:56 PDT)

London Deguzman  
*ASI President/CEO*

*Charan Reddy Doolam*

Charan Reddy Doolam (Sep 25, 2025 15:27:40 PDT)

Charan Reddy Doolam  
*ASI Vice President of Finance/  
Chief Financial Officer*

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Kartik Tripathi (Sep 25, 2025 15:18:12 PDT)

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Staff*

Approved by: ASI Executive Committee 2025 - 2026














# \_Policy on Student Conference Travel Funding

Final Audit Report

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