

BOD 2014-3R Resolution to Modify Travel Policy

Presented to Board of Directors

April 16, 2014

WHEREAS, Associated Students Incorporated (ASI) of California State University, East Bay is the recognized voice of over 13,000 students; and

WHEREAS, it is the responsibility of the Board to annually review policies and procedures of ASI; and

WHEREAS, the recent audit has pointed out that ASI should have consistent pre-approval and waiver paperwork for each traveler; and

RESOLVED, that the ASI Board of Directors will modify the Travel Policy for ASI to reflect the changes as noted in the text below and this policy, which will be placed in the Employee Manual, replaces any previous travel policy approved by the Board; and let it be further

"All travel must be pre-approved by ASI Executive Director, submission and written approval on the ASI travel pre-approval form prior to the commencement of any travel is required. All student travelers must fill out a student travel waiver before each trip is taken (Professional staff are covered by the AORMA CSURMA Policy and will not require waivers). All non-occasional drivers must be enrolled in the California DMV Pull Program and will not be permitted to drive ASI-owned or personal vehicles on ASI business if they have three or more points on their DMV record within the last 18 months. Non-occasional driver is defined as an employee whose job requires that s/he drive on company related business three (3) times per month or more.

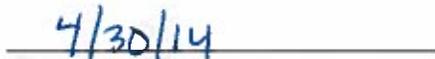
Proof of insurance must be provided at least annually to the ASI Human Resources office. Drivers must complete the online Defensive Driving training and provide proof of insurance before travel approval will be given.

Should an accident occur involving an ASI vehicle, it must be reported immediately to the employee's supervisor and to Human Resources immediately."

RESOLVED, that these changes will be coordinated and implemented through the Executive Director and Human Resources.



President Signature



Date


"Students working for Students!"
