

## Student Conference Travel Funding Policy

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### PURPOSE

Each year, Associated Students, Inc. earmarks a portion of its budget for the Student Conference Travel Funding to subsidize students with academic and professional development opportunities. To ensure a fair and impartial process for awarding grants from this fund, the ASI Policy on Student Conference Travel Funding has been developed. This policy is intended to articulate who is eligible for these awards, what types of travel qualify, and how much can be awarded.

### POLICY

#### Eligibility

1. Students must be regularly matriculated and enrolled at CSUEB.
2. Students must have paid the Associated Students Inc. fee as part of their tuition.
3. Must be in good academic and judicial standing with the University. As defined by the University.
4. The development opportunity must be a conference/convention/seminar related to the student(s) academic/professional/moral pursuits.
5. The student(s) requesting funding through this policy 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. Associated Students Incorporated will abide by any CSU, State, or Federal mandated travel restrictions.
  - a. For Out of State travel, the Vice President for Student Affairs must approve the request thirty days before their travel date.
  - b. For International travel, the University President must approve the request forty-five days before their travel date.
8. It is the responsibility of the student(s) requesting funds and the finance committee reviewing the application, must check to see if their travel is approved and allowed by the state of California.

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

#### Guidelines and Requirements

1. Must complete and submit ASI Student Conference Travel Funding application on BaySync
2. Must complete consultation with ASI Board Assistant
3. Must complete the Request for Authorization to Travel
4. If renting a car for travel, the student must do the following two requirements:
  - 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 in person at an official meeting of the ASI Finance Committee, demonstrating how the conference will positively affect your academic/professional/moral pursuits.
6. Funding recipients must develop a project or presentation to give back to the CSUEB community that is approved by the Finance Committee.
7. The deadline to carry out this project or presentation will be set by the Finance Committee prior to approval.
8. Requests that involve international travel must be approved by the office of the University President at least 6 weeks or 42 days prior to travel and will require the purchase of additional international travel via University Risk Management.
9. Once the Finance Committee has approved or denied the request, the VP of Finance/CFO will update the Board of Directors.
10. Funds cannot be awarded to any project completed as part of a course requirement. Exceptions to the policy are at the discretion of the Finance Committee.
11. Each student must submit the following documents/information to the Finance committee:
  - 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 given the funding the student/organization should turn in a 300–500-word report on the event they attended. Group funding requests are allowed to turn in one collective report. Students also have the option to conduct a presentation to the Board of Directors.
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. The ASI Finance Committee reserves the right to approve/deny any Conference Travel Requests if the guidelines are not followed.
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 be awarded a one-time maximum allocation of \$500 per academic year for in-state travel
2. A student can be awarded a one-time maximum allocation of \$1000 per academic year for out-of-state travel.
3. Lodging will be funded up to \$275.00 per night.

### **Group Funding Request Requirements**

1. Up to **four** students can be funded a maximum of \$375 individually, totaling up to a maximum amount of \$1,500 in a combined request for the same in-state conference.



- a. (Ex: If two students were distributed funds in this category, each student would receive \$375 maximum. If three students were distributed funds in this category, each student would receive \$375 maximum).
2. Up to **four** students can be funded a maximum of \$500 individually, totaling up to a maximum amount of \$2000 in a combined request for the same out-of-state conference.
  - a. (Ex: If two students were distributed funds in this category, each student would receive \$500 maximum. If three students were distributed funds in this category, each student would receive \$500 maximum).
3. No more than four students will be funded for the same conference throughout the academic year.

Student Conference Funds shall be awarded for transportation costs to and from the event, room, and registration fees. Please note, food will not be included. ASI is not responsible for completing travel reimbursements.

### **Allocation of Funds**

1. The funds will be distributed on a first-come first served basis. Furthermore, each student or group can be awarded funding once a year. Re-approval of the same conference for the next year is neither automatic nor guaranteed.

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

Once a student has been approved for the Conference Travel Scholarship, Associated Students Incorporated will book registration, travel, transportation, and room for the conference for each student up to the amount funded. ASI will pay for these costs up to the amount funded, all other expenditures and needs will be the student's responsibility. The Finance Committee requires proof of conference attendance. A receipt from the conference attendance registration must be submitted with the receipts from the conference upon return to the University.

Note that ASI is not responsible for any purchases made by the students prior to the approval of the Finance Committee for their travel and any purchases made outside what ASI has purchased.

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

Once a student has been approved for the Conference Travel scholarship, please follow the following steps:

Student/Group has pre-paid all/some expenses:

- a. Contact ASI Board Administrative Assistant for additional guidance.
- b. Receipts will be required for reimbursement.



- c. The timeline for the reimbursement to be processed would vary per student

Student has not pre-paid any expenses:

- a. Associated Students Incorporated will book registration, travel, transportation, and room for the conference for each student up to the amount funded.
- b. ASI will pay for these costs up to the amount funded, all other expenditures and needs will be the student's responsibility.
- c. The Finance Committee requires proof of conference attendance. A receipt from the conference attendance registration must be submitted with the receipts from the conference upon return to the University.

Note that ASI is not responsible for any purchases made by the students prior to the approval of the Finance Committee for their travel and any purchases made outside what ASI has purchased.

Approved On: Wednesday, January 18, 202



Euridice Pamela Sanchez-Martinez (Jan 31, 2023 14:23 PST)

Ashmita Ahluwalia  
*ASI President/CEO*



-- ASIExecVP (Jan 31, 2023 14:34 PST)

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*Executive Vice President/ Chief of Staff*

Approved by: ASI Board of Directors 2022-2023











# Student Conference Travel Funding Policy.

Final Audit Report

2023-01-31

Created:	2023-01-31 (Pacific Standard Time)
By:	Sneh Sharma (sneh.sharma@csueastbay.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7aOWBILHGVEf3_v0I9pDEJpCPk3h7ZBU

## "Student Conference Travel Funding Policy." History

-  Document created by Sneh Sharma (sneh.sharma@csueastbay.edu)  
2023-01-31 - 1:33:43 PM PST- IP address: 134.154.131.138
-  Document emailed to -- ASIExecVP (asiexecvp@csueastbay.edu) for signature  
2023-01-31 - 1:35:05 PM PST
-  Document emailed to Euridice Pamela Sanchez-Martinez (asipresident@csueastbay.edu) for signature  
2023-01-31 - 1:35:05 PM PST
-  Email viewed by -- ASIExecVP (asiexecvp@csueastbay.edu)  
2023-01-31 - 1:35:11 PM PST- IP address: 74.125.209.6
-  Email viewed by Euridice Pamela Sanchez-Martinez (asipresident@csueastbay.edu)  
2023-01-31 - 2:23:45 PM PST- IP address: 74.125.209.7
-  Document e-signed by Euridice Pamela Sanchez-Martinez (asipresident@csueastbay.edu)  
Signature Date: 2023-01-31 - 2:23:53 PM PST - Time Source: server- IP address: 134.154.74.188
-  Document e-signed by -- ASIExecVP (asiexecvp@csueastbay.edu)  
Signature Date: 2023-01-31 - 2:34:16 PM PST - Time Source: server- IP address: 73.158.144.235
-  Agreement completed.  
2023-01-31 - 2:34:16 PM PST