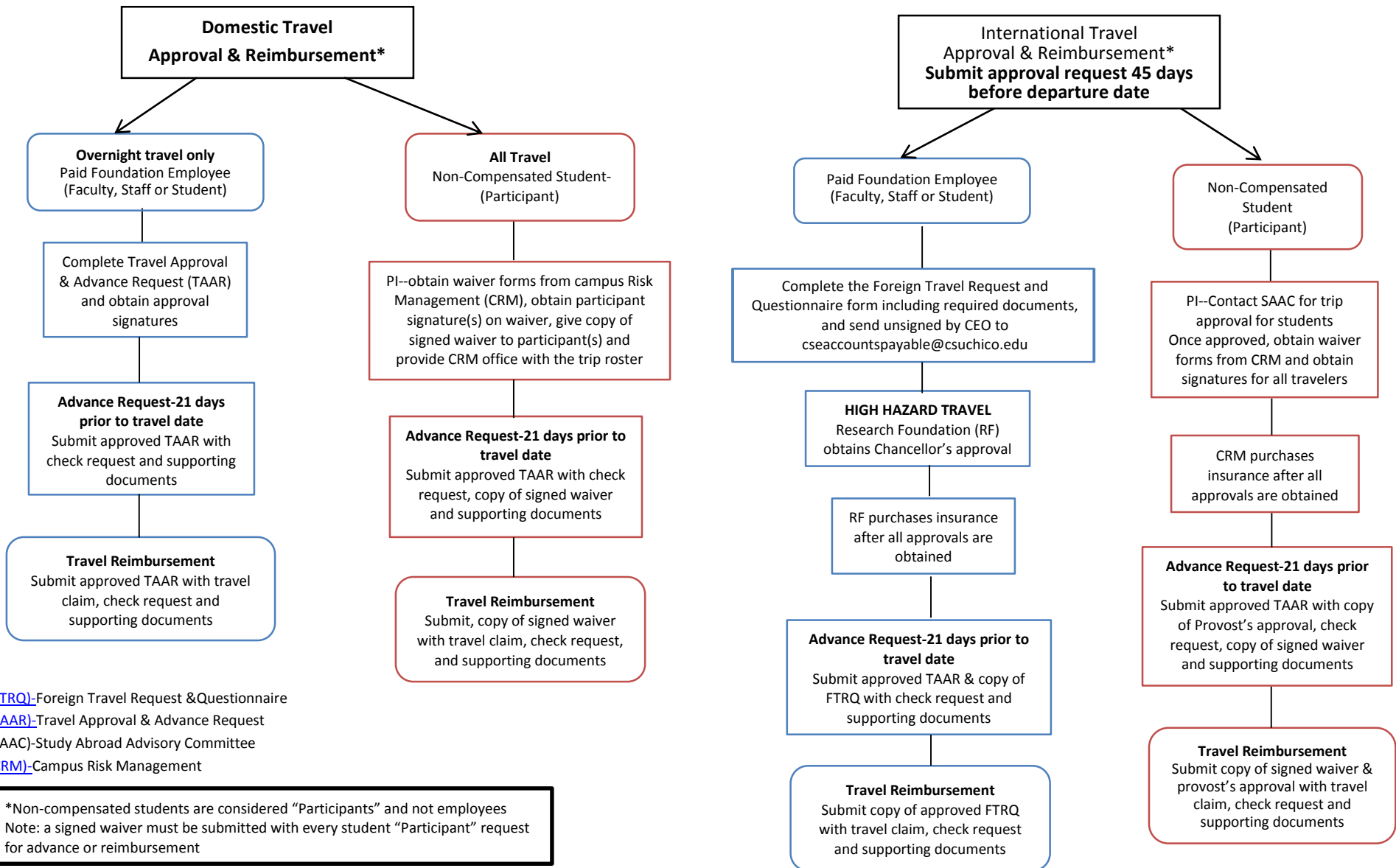


**Chico State Enterprises & University Foundation
Travel Approval & Reimbursement Procedures**
[Travel Guide \(Policy, Forms & Quick Checks\)](#)



[\(FTRQ\)](#)-Foreign Travel Request & Questionnaire

[\(TAAR\)](#)-Travel Approval & Advance Request

[\(SAAC\)](#)-Study Abroad Advisory Committee

[\(CRM\)](#)-Campus Risk Management

*Non-compensated students are considered "Participants" and not employees
Note: a signed waiver must be submitted with every student "Participant" request for advance or reimbursement

*Driving-Individuals who drive on Foundation funded business are required to complete a [Driver Certification for Use of Vehicle](#) form and be enrolled in the [DMV Employee Pull Notice Program](#) prior to driving