

STUDENT ORG. TRAVEL FAQ

Student organizations must adhere to campus travel policies.

Campus Travel Policy: <http://www.csuchico.edu/fin/documents/ap-campus-travel-procedures-2018-enabled.pdf>

What is considered travel? Going to any location for any part of a day/multiple days outside of Chico city limits.

WHO do I contact & WHEN about my trip? Consult with the Student Financial Coordinator (3) weeks minimum prior to making any reservations/payments.

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What do I need to share with them?

- Location & Date
- Purpose of trip
- Is your Advisor going? *They must submit a travel request through their department.*
- Provide a list of students attending

When must I submit my paperwork for reimbursement? No later than 60 days post trip

Can I get a cash reimbursement? No, all travel reimbursements will be processed via check per campus policy.

What if we need to fly?

Flights are best purchased by the individual to avoid crucial personal information not being submitted incorrectly. These can be reimbursed prior to your trip if you purchase tickets at least 30 days before your leave date. If purchased within that 30 day window, reimbursement will be processed after you return.

What if we are only driving? Can I get reimbursed for gas?

If you are driving your personal vehicle we reimburse via mileage. Often this is more beneficial as we take into account the wear and tear of your vehicle. It is a reimbursement of about \$0.55 / mile.

If you rent a car you will receive a gas reimbursement.

*If the member to be reimbursed agrees, you can request LESS than the cost of mileage for reimbursement, but you may never request more.

What can be purchased prior using the Financial Coordinators P-Card?

- Conference registrations
- Event Tickets

For other purchase inquiries please check with the Coordinator.

What must be reimbursed post travel?

- Flights (if purchased within 30 days of leaving)
- Hotel Rooms
- Transportation
- Meals
 - o Each individual is allotted \$55/day for meals and expenses
 - CANNOT include alcohol, drugs or tobacco products
 - Tips can be reimbursed as part of the meal cost UP TO 20% (any meal or tip expenses beyond the limit above WILL NOT BE REIMBURSED.)
 - o Each purchase of \$25+ must be accompanied with the ORIGINAL itemized receipt to be reimbursed.