

# Travel FAQ for Advisors

## GENERAL INFO

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

**If I am not traveling, can I support the club by paying some of their expenses?** No, travel expenses should be paid by those that are traveling. We understand this can present a hardship on some students but we can try to help clubs minimize their out of pocket expenses by working ahead of time with the Student Clubs Financial Coordinator who may be able to use a university credit card to pay for things like registration.

**Can advisors travel with student clubs?** Yes, an advisor may travel with student club officers if their primary purpose is to support the mission of the student club and its officers. Advisors should be prepared to justify their travel funded by student club funds.

**Is Student Club funding less restrictive?** In general, student club funding is subject to the same university travel policy and reimbursement limits. This keeps us compliant to the IRS accountable plan for reimbursements. One exception for student club funded travel is the banned travel states (AB1887) restriction. Student club funding comes from other sources, and not considered state funded so travel funded by student clubs is not subject to AB1887.

**Who do I contact prior to travel?** Consult with the Student Organizations Financial Coordinator prior to making any reservations/payments. The more advance notice the better, but at **minimum**, 3 weeks is recommended. Jeremy will assist with information on funding, approvals, and travel policy.

Jeremy Coiner (530) 898-5064 [jwcoiner@csuchico.edu](mailto:jwcoiner@csuchico.edu)

**What are the reimbursement rates?** Student club funding is subject to the same reimbursement rates as other state funded travel. For full reimbursement rates please see [the campus travel procedures](#). - <https://www.csuchico.edu/fin/resources/policies.shtml>. However, here are the a few common reimbursement maximums:

- Lodging – Actuals, up to \$275/night
- Meals – Actuals, up to \$55/day
- Tips – Actuals, up to 20% of meal

## TRAVEL REQUEST

Advisors **MUST** submit a travel request prior to travel!

- Travel requests are required regardless if the travel is liability only or requires a reimbursement
- Not putting in a travel request before you travel will delay any payment from the student club account.

**What does the travel request process look like?**

- Advisor confirms with student club officers the budget and approval for advisor travel
- Advisor contacts the Student Organizations Financial Coordinator (Jeremy)
- Advisor submits estimated expenses in Concur using student club funding
- Advisor makes Student Organization Financial Coordinator (Jeremy) a temporary delegate in Concur:
  - Under Profile > Profile settings > Expense Delegate and add Jeremy Coiner ([jwcoiner@csuchico.edu](mailto:jwcoiner@csuchico.edu)) select 'Can Prepare', 'Can View Receipts', and 'Receives Email'
- Advisor's department will approve the travel
- Student club funding will be approved by Student Financial Services and Department funding will be approved by designated department authority in the case of combined funding for a singular trip.
- Once fully approved, Advisor can begin booking travel accommodations

## TRAVEL ACCOMMODATIONS

**What if we need to fly?** Flights are best purchased by the individual to avoid crucial personal information being submitted incorrectly. Advisors can utilize Concur for their own flight purchases or can purchase outside Concur and submit reimbursement after.

**What if we are only driving? Can I get reimbursed for gas?** If you are driving your *Personal Vehicle* reimbursements are based on mileage. The current mileage reimbursement rate, for the remainder of 2022, is 65.5 cents per mile (this changes annually and is tied to the IRS mileage reimbursement rate).

- If you *Rent a car*, you can receive a gas reimbursement as substantiated by an itemized receipt

**Can I pay for costs (hotel/flights/meals) on behalf of club members who are traveling?** If the Advisor is traveling with the club, yes, advisor can choose to pay for costs and seek reimbursements. The advisor will be responsible for keeping all itemized receipts and a log of student's expenses. The same reimbursement limits apply (For example, 3 students attend a conference and advisor pays for all meals for 1-day, max reimbursement is actuals, up to \$55 per student for the day).

**What can be paid prior by the Financial Coordinator?**

- Conference registration
- Event Tickets

For other purchase inquiries please check with the coordinator.

## TRAVEL REIMBURSEMENTS

**When must I submit my paperwork for reimbursement?** All reimbursement must be requested after travel is completed and no later than 60 days post trip.

**How do I submit my reimbursement?**

- The student club's treasurer must complete a *Travel Reimbursement* request found on CatsConnect.
  - Receipts associated with this trip should be combined in a PDF and attached to the *Travel Reimbursement request* by the student club treasurer
  - Keeping a summary of expenses is a helpful communication tool between advisor, students, and the student club financial coordinator
- Submitted *Travel Reimbursement* forms will be reviewed for completeness and then routed for dual approval (generally this is a second officer or advisor)

**What if travel is split funded?** If the travel is split funded, meaning both the department and club are funding part of the expenses, the travel expense report needs to be coordinated and combined. **DO NOT** submit the department expense report **UNTIL** Jeremy has been notified of the split funding. Jeremy will work with you on how to properly complete Concur.

**How will I be reimbursed?** Travel reimbursements will be processed via check (or direct deposit) per campus policy. Reimbursements are processed by Accounts Payable and on the same timeline as other campus payments.