

## Student Org. Travel FAQ

Student Organizations must adhere to campus travel policies.

### Campus Travel Policy - Link

**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 Organizations Financial Coordinator 3 weeks **minimum** prior to making any reservations/payments.

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

**What do I need to share with Jeremy?**

- 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 being submitted incorrectly. We will not reimburse a student for airfare until the trip is complete, regardless of when the ticket was purchased.

**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. Current mileage reimbursement rate for the remainder of 2022 is 65.5 cents per mile (this changes annually typically and is tied to the IRS mileage reimbursement rate).

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 reimbursement, but you may never request more.

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

- Conference registration
- 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 - Actual, up to \$275/night
- Transportation
- Meal
  - 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 mean cost UP TO 20% (any meal or tip expenses beyond the limit above **WILL NOT BE REIMBURSED.**)
  - Each purchase of \$25+ must be accompanied with the original itemized receipt to be reimbursed.