

# 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 University sponsored means 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 CSU Travel Procedures and reimbursement limits. This keeps us compliant with the IRS accountable plan for reimbursements.

**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. Becca will assist with information on funding, approvals, and travel procedure compliance.

**Becca Hale** (530) 898-6344 [rjhale@csuchico.edu](mailto:rjhale@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 [refer to the CSU Travel Procedures - https://calstate.policystat.com/policy/15645082/latest/?showchanges=true](https://calstate.policystat.com/policy/15645082/latest/?showchanges=true). However, here are the a few common reimbursement maximums:

- Lodging – Actuals, up to \$333/night
- Meals – Destination based Meals & Incidentals Per Diem rate – the campus will no longer pay directly for meals as of January 1, 2024. Concur will estimate this total for you when submitting a travel request
- Tips – Up to 20% of transportation costs

## 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** (Becca)
- Advisor submits estimated expenses in Concur using student club funding
- Advisor makes **Student Organization Financial Coordinator** (Becca) a temporary delegate in Concur:
  - Under Profile > Profile settings > Expense Delegate and add Becca Hale ([rjhale@csuchico.edu](mailto:rjhale@csuchico.edu)) select 'Can Prepare', 'Can View Receipts', and 'Receives Email'
- Required approvals obtained in support of the travel
- Student club funding will be approved by **Student Life & Leadership** and department funding will be approved by designated department authority in the cases of combined funding for singular trip (or something like this because we want one request to address all parts).

- 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 the trip is complete.

**What if we are only driving? Can I get reimbursed for gas?** If you are driving your *Personal Vehicle* reimbursements are based on the current IRS Standard Mileage Rate (\$0.70/mile as of Jan 1<sup>st</sup>, 2025) in effect for the dates of travel.

If you *Rent a car* you will receive direct reimbursement for gas costs, 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, the advisor can choose to pay for costs and seek reimbursements. The Advisor will be responsible to keeping *all itemized receipts* and a *log of students paid for*. The same reimbursement limits apply (For example, 3 students attend a conference and the Advisor pays for all meals for 1-day, max reimbursement is actuals, up to \$59 per student for the day and *cannot include the Advisors' meal cost*).

**What can be paid prior by the Student Organizations Financial Coordinator:**

- Conference registration
- Event Tickets

For other purchase inquiries please check with the Student Organizations Financial 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 the Advisor, students, and the Student Organizations 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** Student Organizations Financial Coordinator has been notified of the split funding. Student Organizations Financial Coordinator will work with you on how to ensure the report is complete in Concur prior to submitting for reimbursement.

**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.