

Student Org. Travel FAQ

Student Organizations must adhere to CSU Travel Procedures:

<https://calstate.policystat.com/policy/15645082/latest/?showchanges=true>

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.

Becca Hale (530) 898-6344 rjhale@csuchico.edu

What do I need to share with Student Organizations Financial Coordinator?

- 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. **These can be reimbursed prior to your trip if you purchase tickets at least 30 days before your leave date. If purchased within the 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 will reimburse mileage. Often this is more beneficial as we consider the wear and tear of your vehicle. The reimbursement amount will be based on the current IRS Standard Mileage Rate (\$0.70/mile as of Jan 1st, 2025).

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

If you *Rent a car* you will be eligible to be reimbursed for gas costs.

What can be purchased prior using the Student Organizations Financial Coordinator P-Card?

- Conference registration
- Event Tickets

For other purchase inquiries please check with the Student Organizations Financial Coordinator.

What must be reimbursed post travel?

- Flights (if purchased within 30 days of leaving)
- Hotel Rooms
- Transportation
- Meal
 - Everyone is allotted \$59/day for meals and **must be accompanied with the original *itemized* receipt** to be reimbursed
 - **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**)
 - Each purchase of \$25+ **must be accompanied with the original *itemized* receipt** to be reimbursed