

Student Travel Guidelines for CE Student Organizations
Department of Civil Engineering
CSU, Chico

The following guidelines apply to university funding (i.e., funds held in a university account, including IRA) of travel by students participating in activities related to CE student organizations (e.g., meetings, projects, events, and competitions). These guidelines are not applicable to students employed and traveling on funded contracts.

Student organizations are encouraged to seek external (i.e., non-university) funds to supplement reimbursements. However, regardless of the funding source, reimbursements may only be made for legitimate expenses directly related to the approved activity. Reimbursements may also be limited by the aggregate amount of funding available for the activity – these guidelines do not constitute a promise of reimbursement if funds are insufficient. Expenses not identified below will be considered individually and in some cases may be reimbursed when justified as essential to the approved activity. Students must practice good management of expenses so as to avoid unnecessary or excessive expenditures and must work closely with the associated faculty advisor to ensure compliance with these guidelines.

The following expenses will generally be reimbursed in full. Receipts are required. (CSUC Travel Procedures Manual).

Registration Fee

Round-Trip Airfare or Other Transportation Mode – Chico region (e.g. SMF) to the activity site

- Any student who departs from a location other than the Chico region will be reimbursed actual travel cost or the Chico region travel cost, whichever is less.

Hotel

- Rooms must be shared (generally 3 to 4 students per room).

Rental Vehicle

- A state-contracted agency must be used for rental vehicles (currently Enterprise, Alamo, or National).
- The rental vehicle must be rented and driven only by a university employee or registered “volunteer employee.”
- All drivers must hold a current *Defensive Driver Training* certificate.
- These driver requirements also apply to use of a university vehicle.

On-Site Transportation (Taxi, Bus, Ferry, Plane)

- The local travel must be both necessary and associated with the approved activity.

On-Site Gas, Tolls, Taxes and Parking

- These charges must be related to one of the preceding categories.

Immunizations and Insurance (Foreign Travel Only)

- Immunizations as recommended by <http://www.cdc.gov/travel/>.
- Immunizations provided by the *Student Health Center* or *Butte County Public Health*.
- Foreign travel insurance provided by https://www.csuchico.edu/risk/csuchico_insurance.php.

The following expense will generally be reimbursed in part. Receipts are not required.

Meals and Incidentals.

- Each student will receive a fixed amount of \$20/day. In some cases, this amount may be received prior to travel.
- The reimbursement may be reduced if any meals are included in a registration fee.

The following expenses will generally NOT be reimbursed.

Any expenses associated with use of a student vehicle (e.g., mileage, gas, parking, tolls).

Any travel expense not directly related to the approved activity.

Any non-refundable travel expense not used by the student, including airfare.

Students must submit travel requests, including a detailed itinerary and a list of all participating students, at least two weeks prior to the commencement of travel. Other forms and waivers may be required. All travel claims and receipts must be submitted to the CE office within two weeks of the end of travel. Students who fail to abide by these requirements may not receive reimbursements for travel expenses. For significant activities, students should be enrolled in CIVL 400 or some other appropriate course.

Each student participant must provide a signed copy of these guidelines prior to departure.

Print Name

Signature

Date

By signing, I acknowledge that I have read and understand these conditions and agree to abide by them.