

# Travel (8077) Funding Process

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## Proposal

- Allocation Request Form
- Executive Senate Travel Request Form
- Describe the event/panel
  - \* What/Where/When/length of the conference
  - \* Sessions being held
  - \* Cost of Registration
- Three price quotes for lodging/travel (if requesting reimbursement for either)
  - \* Vacation sharing rentals, such as Airbnb, FlipKey, etc. are not eligible for reimbursement.
- Determine whether you have Active or Non-Active status
  - \* Identity the academic standing of each student (i.e. freshmen, sophomore, junior senior, graduate). How many of these students have attended the conference in the past?

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## Before Departure

- Complete these Forms & submit to CICC Finance Chair prior to departure:
    - \* **Academic Field Trip Participation List** (This is just a list of Students going on the trip with their emergency contact info and CWID)
    - \* **Delegate Contract**
    - \* **Release of Liability Form**
- If you are driving to the conference:
- Fill out the Authorization to use Privately Owned/Rented Vehicle Form
  - Complete Defensive Driver Training in your CSUF Portal
  - Provide copies of vehicle insurance and your Driver's License to the CICC Advisor

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## After the Conference

- Present to CICC at least 2 weeks after the conference, if not sooner
- Set up an appointment with the Vice Chair of Finance to turn in:
  - \* **Receipts** (write your Name, CWID, phone number, mailing address, and email address on the back of all receipts)
  - \* **One Page Summary** of conference (Each student attending the conference must submit a 1-page summary of their conference experience.

All documents must be turned in to the Vice Chair of Finance (finance.cicc@gmail.com) at the appropriate times as described above

More details on this document can be found on the CICC website: <http://communications.fullerton.edu/studentlife/cicc/policies.php>