**Travel Funding Guidelines**

**Required Documentation**

Depending on the travel opportunity, you will need to provide one or more of the following:

1. **If Registration** – Proof of registration (i.e. paid confirmation email)
2. **If Food/Incidentals** – Itemized receipts **($55 limit** for all meals per day for each traveler, and **NO** alcohol is reimbursed whatsoever)
3. **If Hotel** – Hotel folio/receipt after check-out with payment record. Make sure to ask for this before you check out.
4. **If Traveled via Plane** – Flight receipt & boarding passes for each leg of the trip. Make sure to screenshot your boarding pass. (iPhone users- if you have your boarding pass added to your Wallet then you can find your boarding pass in “View Expired Passes.”)
5. **If Personal Vehicle\*** - A Google Maps driving directions print out with CSUF as the starting point for **mileage** reimbursement.
6. **If Rental Vehicle\*** - Rental agreement receipt and gas receipt

\**Drivers must submit a copy of their driver’s license, auto insurance, defensive driver training, and driver authorization form to be reimbursed\**

**What is required BEFORE the travel event?**

***Individual (single traveler)***

* Submit the Wufoo Allocation Request with:
	+ Executive Senate Travel Funding Worksheet
	+ Travel Waiver Packet

***Group (More than 1 traveler of same organization)***

* ICC Rep submits the Allocation Request for the group:
	+ Travel Roster
		- Upload an Excel spreadsheet with the name, CWID, CSUF Email, active or nonactive status, and total funding request for each traveler)
	+ Executive Senate Travel Funding Worksheet
	+ Link to a secure folder with each traveler’s completed Travel Waiver Packet

**The travel event took place, so what comes AFTER?**

With assistance from ICC Rep + Council, each traveler submits their own Wufoo Reimbursement Request:

* Must attach all **required documentation** (see section above)
* Complete their **post-travel summary** (**350 words minimum**)
	+ Topics/panels/speakers attended and what was learned from them
	+ What will be brought back to the university by the student?
	+ How CSUF and ASI benefit from the student’s attendance?
	+ Summary of the student’s overall experience

**FAQ**

**Where can I find the Defensive Driver Training (DDT)?**

* Login to CSUF Student Portal, then select “Student Training” (left side column)
	+ AbilityLMS will open a new page
	+ Search for the DDT101 course and complete
	+ Save the training completion certificate as a PDF

**Is tax and/or tips eligible for reimbursement?**

* As far as ASI policy, both are reimbursable; however, refer to your Councils’ bylaws and constitutions concerning *tips*. (For example: Some Councils’ bylaws do not allow tips, while others are only up to 20%.)