

ASI Travel Fast Facts

(as of 11.9.2021)

What can funds be utilized for?

- Registration
- Lodging
- Airfare
- Ground Transportation
- Vehicle (Use of Personal Vehicle or Rental Vehicle) + Parking

Not Funded:

- Food/incidentals costs
- International travel
- Travel to banned states

An individual student or each individual in a group may receive, per fiscal year from any/all ASI sources:

Active participation \$750

Inactive participation \$500

Before Travel:

- ❖ After receiving funding approval from CICC, the following pre-travel documents need to be submitted to ASI.
 - ASI Executive Senate Travel Request
 - ASI Delegate Contract and Travel Waiver (updated)
 - CSUF Release of Liability Waiver
 - COVID Acknowledgement Travel

After Travel:

❖ Reimbursement Paperwork

- Respective receipts and proofs of payment and travel:
- If registration - Proof of registration and payment (paid confirmation email)
- If Hotel– Hotel Folio
- If Traveled via Plane – Travel confirmation, boarding passes for each leg of trip
- If Personal vehicle - For mileage, a Google maps driving directions print out
- If Rental vehicle - For rental vehicle, rental agreement receipt and gas receipt

❖ Written Travel Report (minimum 350 words)

The report should discuss:

- 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

***Please note that this list is not exhaustive.

Please contact Vice-Chair, Deli Raprager, for specifics.

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