**ASI Travel Training**

**Individual Travel Support/Funding:**

Active Participants-$750

Active participants are those who present, volunteer, or have an active role at the conferences

Inactive Participants-$500

 Inactive participants are those who attend but don’t present

Travel Cap

 Students have a travel cap of $500, not including registration

**What can be funded?:**

Registration, transportation, lodging, vehicle, and airfare can be funded

 For transportation, it includes train, bus, taxi, Uber, or Lyft

 It only includes transportation to hotel and conference/competition

 For lodging, it includes **only** hotel and motel and parking

 Does not include room service

 For vehicle, it includes rental vehicle and personal vehicle

 For rental vehicle, it includes the rental price

 For personal vehicle, it includes mileage ($0.56/mile)

 For airfare, it includes the flight (economy/coach) and bag fees

**What can’t be funded?:**

Food/incidental costs, international travel, and travel to banned states is not funded

For food/incidental costs, it includes room service, broken items, and any food purchased on the trip

**Banned States:**

Alabama, Arkansas, Florida, Idaho, Iowa, Kansas, Kentucky, Mississippi, Montana, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, and West Virginia

**Travel Funding Requests:**

The documents needed are:

1. Allocation Request Form: [ASI Allocation Request online form](https://asicsuf.wufoo.com/forms/allocation-request-20212022/)
	1. The form will be edited to fit lodging, airfare, etc.
2. ASI Executive Senate Travel Request: [Executive Senate Travel Form ](http://hss.fullerton.edu/students/icc/icc_pdf/17-18/ExecSenateTravelRequest.pdf)
3. ASI Delegate Contract and Travel Waiver
	1. I did not link it because it will be updated due to COVID
4. CSUF Release of Liability Waiver: [Release of Liability and Assumption of Risk ](https://hr.fullerton.edu/documents/risk-management/releaseofliabilitywriteable.pdf)
5. COVID Travel Acknowledgement Form: <https://asi.fullerton.edu/wp-content/uploads/COVID-Travel-Acknowledgement.pdf>
	1. Not linked because it is new
6. Pre-Travel Documents Form: <https://asicsuf.wufoo.com/forms/travel-documents-submission/>
	1. This is a new form, it must be filled out before departing but after approved by the council

**Travel Reimbursement:**

Documents needed to get reimbursement:

1. Check Request Form
	1. Don’t worry about this, I will fill it out :)
2. Delegate Contract Form
	1. This form would’ve already been filled out
3. Executive Senate Travel Form
	1. This form would’ve already been filled out
4. Receipts
	1. Include:
		1. Lodging Receipts: You must submit the final folio, booking reservation, and parking receipts (not all will apply)
		2. Vehicle Rental Receipts: You must submit the rental agreement receipt and gas receipts
		3. Personal Vehicle Receipts: You must submit Google maps directions to get the accurate mileage
		4. Flight Receipts: You must submit boarding passes, get a screenshot or a picture
		5. Train/Bus Transportation Receipts: You must submit the ticket cost and bag fees
		6. Taxi, Uber, Lyft Transportation Receipts: You must submit the receipt
5. Written Report
	1. Must provide a written summary with a reflection of their experience at the conference

**Important Transportation Information:**

1. If you plan to use your personal vehicle or a rental vehicle, you need to be authorized 2 weeks before
	1. You need:
		1. A copy of a valid driver’s license
		2. A copy of a valid car insurance
		3. To complete the ASI Driving Authorization Form: [Authorization to Drive Privately Owned Rented Vehicle ](http://hss.fullerton.edu/students/icc/icc_pdf/17-18/AuthorizationToDrivePrivatelyOwnedRentedVehicle.pdf)
		4. To complete the Defensive Driver Program, information is listed here: <https://training.fullerton.edu/AssignedComplianceTrainings.php>
2. If you plan on driving your own personal vehicle you must be aware of the driving limits:
	1. North: San Francisco/Sacramento area
	2. South: San Diego/ International Border
	3. East: Phoenix/ Tucson area