



## L. Student Travel Policy and Procedures for Non-Employed: NON-JOB RELATED

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CSUF student employee traveling on official University business NOT related to their job or approved International travel (including travel to U.S. Possessions)

CSUF student (current not employed by the University) traveling on official University business or approved International travel (including travel to U.S. Possessions)

### PRIOR TO TRAVEL (state funded or zero dollar Travel Requests)

Travel expenses may be claimed or paid by the University if a CSUF student employee (non-job related) or a CSUF student is traveling on University business. Travel is considered to have a University business purpose if the travel:

- Directly supports a faculty member's project or research program
- Is an integral part of the graduate student's degree work
- Is required for attendance at student-oriented meetings, student government events, and the like
- Enables the student to attend a conference to present research findings for the University or to act in some other capacity on behalf of the University

All Travel Requests for international travel including U.S. Possessions must be signed by the Division Vice President. The President's approval is required for traveling to high hazard countries.

#### Non-high hazard travel:

A Travel Request is not required for the students if there is a fully executed international agreement between CSUF and the 3rd party and the country is not high hazard. However, a Travel Request must be completed by the faculty advisor traveling.

#### High-hazard travel:

A Travel Request is required for both the students and faculty advisor traveling if there is a fully executed international agreement between CSUF and the 3rd party and the country is listed as a high hazard by the CSU Risk Management Authority or listed on the State travel website

- **NOTE:** Risk Management requires a copy of this document once it has been signed. Risk Management will contact the Provost office to obtain a copy.

The following forms must be submitted to Travel Operations (CP-300) prior to the trip departure date:

1. [Travel Request](#) (Form Q)– University business purpose must be stated on the Travel Request in the University Business Purpose of Trip (cash advances cannot be provided)
2. If Registration / Conference Fees - copy of registration form must be attached (excluding membership fee)
3. Grant Award Letter that identifies the name of the student and purpose of the trip, Travel Grant Letter, Research Letter, etc. (if applicable)



4. [Release of Liability, Promise Not To Sue, Assumption of Risk and Agreement To Pay Claims Form](#) (Form J)(CSUF Release of Liability)
5. [Student Conduct Agreement Travel Related Event or Activity Form](#) (Form O) (Student Conduct Agreement)

Travel Operations only assigns a document number if the travel expenses will be paid by state funds.

After receiving the email notification with the assigned document number, transportation (air, train, bus, etc.) taxi/shuttle, lodging (room rate & tax ONLY), and only the conference/event/attendance/entrance fees (excluding membership fee) for a student or a student employee (non-job related) may be charged to a University issued Procurement Card up to the approved amount on the Travel Request in accordance with the CSUF Employee [Travel Policy and Procedures](#) (Appendix N) (unless grant award letter or other documentation specifies the types of allowable expenses).

## AFTER TRAVEL (state funded Travel Expense Claims)

Undergraduate, Graduate, or Post-doctoral Students (a state employee NOT related to their job or a CSUF student) traveling on official University business must submit the following forms and receipts to Travel Operations (CP-300) within **60 days** of the travel.

1. [Travel Expense Claim](#) (Form P) – payment will be mailed directly to the student
2. Original itemized receipts showing proof of payment (a credit card statement, bank statement or copy of the University check/check stub is not a receipt)
3. Photocopy of the itemized receipts showing proof of payment for all the travel expenses that were paid by a Procurement Card
4. Photocopy of the conference program or event agenda
5. [Research Travel](#) (Form L) – Statement of Purpose (if there was no agenda or program for the research travel)

Travel expenses may be reimbursed up to the approved amount on the Travel Request in accordance with the CSUF Employee [Travel Policy and Procedures](#) (Appendix N).

For questions regarding the student and student employee (non-job related) travel payment process, please send an email to: [travel@fullerton.edu](mailto:travel@fullerton.edu)

## Procurement Card Charges – (University issued P-card)

Transportation (air, train, bus, etc.) taxi/shuttle, lodging (room rate & tax ONLY), and only the conference/event/attendance/entrance fees (excluding membership fee) for a student or a student employee (non-job related) may be charged to a University issued Procurement Card.

The original itemized receipts are submitted with the Procurement Card Statement.

For questions regarding the Procurement Card process, please send an email to: [ebusiness@fullerton.edu](mailto:ebusiness@fullerton.edu)